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ABSTRACT

The recommendations and decisions identified in this document are the decisions of the Borrego Pass, New Mexico, School Board. The board was assisted by counsultants who researched both the Bureau of Indian Affairs (BIA) and public school practices in the various phases of elementary school operations. Generally, the following format is followed in the document concerning each area of school operation: (1) Federal law, regulation, and/or BIA practice; (2) New Mexico law, regulation, and/or Gallup-McKinley County school practice; and (3) the proposed policy of the Borrego Pass School Board. Areas of school operation covered are administrative services (e.g., construction, maintenance, transportation, certification, recordkeeping, and budgeting); program services (e.g., accreditation, bilingual instruction, guidance, preschool and adult education, and summer school); and support services (e.g., health services, food policies, and social services). The statements are not all-inclusive but are intended only to introduce school board members to the kinds of policy decisions that must be made when a local school board takes over full or partial control of a BIA school. Inlcuded are 31 relevant appendices. (LS)

ED056783

PROPOSED BASIC POLICIES

BORREGO PASS DAY SCHOOL

DĬBÉH YAZHE HÁBITIIN

1971

NAVAJO SCHOOL BOARD
TRAINING PROJECT

IRVING W. STOUT, Ed. D - Director
WAYNE T. PRATT, Consultant

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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RC005650

PROPOSED BASIC POLICIES - BORREGO PASS SCHOOL

A statement of intent for the purpose of contracting with the BIA for the operation of our school.

School Board: Mr. Joe Brown, President
Mr. John Barbone, Vice-President
Mr. Martin Begay, Secretary
Mr. Incly Begay, Member
Mr. Joe Bebo, Member
Mr. Frank Woody, Member
Mr. Tom Yazzie, Member

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Mr. Wayne T. Pratt, Extention Division, Arizona State University

This document has been prepared under a contract with the Navajo Area Office of Indian Affairs, Mr. Anthony P. (Tony) Lincoln, Navajo Area Director, Dr. William Benham, Assistant Area Director (Education).

FOREWORD

The Borrego Pass Day School is owned and operated by the BIA. The facilities consist of a 4-classroom block building with kitchen, dining room, principal's office and storage areas; three duplexes (each 2 br); one quonsit hut (storage); four (1 br) trailer houses; water, heating and sewage systems; play areas; and a fenced compound.

The School is located in McKinley County, N. M. on a dirt road 8 miles east off State Highway 56 between Thoreau and Crown Point, N. M. The cut off is 2 miles North of Smith Lake Chapter House, approximately 15 miles from Thoreau. The School may also be reached by gravel and very sharp rocky roads from Crown Point and Prewitt, N. M.

The Day School serves the two Chapters of Casamero Lake and Little Water. Based on census data these Chapters show an overall growth pattern for the past several years. The year showing a decrease in population may be accounted for by work migration. The census count as of April 1, 1970 was Little Water - 823 and Casamero Lake - 668.

Enrollment in the grades B-3 served by the school is fairly constant. At present more children in these grades, B-3, attend the Public School in Crown Point. All elementary children above grade 3 attend the Public School or a BIA school. The Borrego Pass Board hopes to attract more of the children residing in the Casamero Lake and Little Water communities to the local school.

ACKNOWLEDGEMENTS

In grateful appreciation for the time and effort so generously given to us in this study by:

Gallup-McKinley County School Superintendent and Staff,
State Director of Indian Education and Staff,
Department Heads, State Department of Education,
Navajo Area Director and Staff
Eastern Navajo Agency Superintendent and Staff,
Principal-Teacher and Staff, Borrego Pass Day School,
Coordinator of Dinc, Inc., and Staff, and
Principal and personnel of the Ramah School,
Rough Rock Demonstration School and the
Rock Point Boarding School.

The Consultants

INTRODUCTION

All the recommendations and decisions identified in this proposal are the decisions of the Borrego Pass School Board.

To assist the Board in reaching decisions concerning this proposal to operate their school, the Consultants have researched both the BIA and State public school practices in the various phases of elementary school operations.

Wherever practical the following format has been used concerning each item pertaining to school operations:

--Federal law, regulation and/or BIA practice;
--N.M. State law, regulation and/or Gallup-McKinley County Schools practice; and
--the proposed policy of the Borrego Pass School Board.

To limit the size of the document only references are made to published material like curriculum guides, textbook lists and other procedural manuals that are readily available.

The statements are not inclusive but are intended only to introduce school board members to the kinds of policy decisions that must be made when school boards take over the full or partial control of their schools. These policy statements thus become a base from which the Board in concert with the professional staff can develop the total program of the school. In some instances it only points to policy directions.

The document will show at a glance innovative or unusual deviations from Federal and State educational practices. It identifies some of the additional cost factors. It may be of help to other school boards in planning for the operation of their schools under a contract arrangement. It may be used also as a major supplement for in-service school board training.

Time has been a crucial factor. Certain detailed research could not be accomplished within the few weeks allotted. The BIA draft copy of MODEL AGREEMENT - SCHOOL BOARD was received late in the study and only major essential references could be made to the BIA proposed School Board Guidelines (still unofficial).

Wayne T. Pratt
Dr. Irving W. Stout

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A-1. Administrative Services - AUTHORITY

Federal law, regulation or BIA practice:

It is the policy of the BIA, upon Tribal request, to enter into discussions to transfer control of Federal schools to Alaska Native and Indian communities. The methods of relinquishing control is by contract with the Tribe or "School Board" which qualifies under Johnson-O'Malley Act of 1934 as a private non-profit corporation, private agency, or private institution organized and chartered to operate under the existing laws of the State. A 50 page guide (unofficial and in draft form at this point) MODEL AGREEMENT-SCHOOL BOARDS is being circulated to assist Tribes in preparing proposals for contract arrangements.

State law, regulation or County School practice:

Regulation for Securing Authority to Establish a Non-Public School to New Mexico (adopted by the State Board of Education on February 7, 1970) reads as follows:

Before initiating an instructional program, all non-public elementary and/or secondary schools in New Mexico shall first submit in writing to the New Mexico State Department of Education a planned proposal to meet the New Mexico Board of Education's adopted Minimum Standards for New Mexico Schools.

Borrego Pass School's proposed practice:

The Borrego Pass School Board proposes to contract with the BIA for the operation of the Borrego Pass Day School. The purpose of this policy guide is to show how the school is intended to be operated. The policy guide should be made a part of the contract. The Board may request DINE, Inc., to contract on its behalf for the first year of operation. This would give the Board additional time to incorporate under the laws of the State and would relieve the Board of bookkeeping for the interim year. According to a Gallup attorney the cost of incorporation including filing and publishing fee is approximately $500.00 and may be accomplished in two weeks. The Attorney fee is based on the recommended fee schedule of the New Mexico Bar Association.

A-2. Administrative Services - NEW CONSTRUCTION

Federal law, regulation or BIA practice:

Federal funds for construction are appropriated separately from the general support of schools. Support funds for schools cannot be used for construction.

State law, regulation or County School practice:

New construction in the County schools are provided from funds received from local bonds on property assessment and through Federal funds provided to public schools qualifying under the Federally Impacted Area Program (P.L. 815).

Borrego Pass School's proposed practice:

No new construction is contemplated at this time.

Any building replacement or new construction will be programmed by the BIA in keeping with priorities developed for all BIA owned facilities. The Board is looking to the future growth of the school and will initiate new construction projects as needed.

A-2. Administrative Services - MAJOR MAINTENANCE

Federal law, regulation or BIA practice:

The repair and maintenance program is a separate appropriated service from that of the support of schools. The Navajo Area maintains a control unit with technical and highly specialized personnel in Gallup, a plant management unit at each Agency headquarters and operation personnel at the larger field installations.

State law, regulation or County School practice:

Similarly, the County maintains a central unit in Gallup from which the skilled and technical personnel work. Where the distance from Gallup and the size of the operation justifies a general maintenance man is stationed.

Borrego Pass School's proposed practice:

The Board will assume responsibility for the plant operation except for any major maintenance and repair beyond the capability of the two bus drivers whose additional duties will include the care of the buildings and grounds.

Major maintenance problems will be referred promptly to the Eastern Navajo Agency Plant Manager for action.

Federal funds for major maintenance and repair will not be included in the School's operation contract and hence will not affect the budget of the school with the exception of fire protection.

A-2. Administrative Services - MINOR REPAIR AND JANITORIAL

Federal law, regulation or BIA practice:

At the Borrego Pass School the bus drivers are responsible for the janitorial service and minor repair work. Specialized repair needs are referred to the Plant Management Unit in Crownpoint. Costs are charged against the common services budget of the local school.

State law, regulation or County School practice:

The Gallup-McKinley County School has published both a custodial and a maintenance handbook. Both give detailed descriptions of duties, responsibilities and relationships. They also provide safety information and required inspections, copies of safety records and reports.

Borrego Pass School's proposed practice:

The Board will continue to use the bus drivers for janitorial service and will seek additional help for special projects from any available supplemental funds. The Board will seek an OEO project to beautify and maintain the school in top condition. The Board wants to make Borrego Pass a model school.

A-2. Administrative Services - BUSSES AND TRANSPORTATION

Federal law, regulation or BIA practice:

All transportation equipment is furnished through the General Services Administration and is charged against the budget of the local school. The bus drivers are BIA employees. Special transportation costs may be funded through Title I projects and are not reflected in the basic school budget. The costs of accidents and vandelism are charged against the transportation budget of the school.

State law, regulation or County School practice:

State laws and regulations governing school bus operation are quite specific and detailed. They cover state and local responsibilities; qualifications and requirements (copy of the section in Appendix); Safety equipment and its use, Bus patrols, Activity trips; Loading and Unloading; Relationships with authorities and pupils; Letter to parents; Regulations governing pupils; Insurance; Fees; and Bus Driver retirement.

This information is found in Regulations, Operating Procedures and Information for School Bus Drivers, State Department of Education, Transportation Division, State of New Mexico, Santa Fe, 1965.

The practices of the Gallup-McKinley County Schools are found in their Transportation Handbook, 1970-1971. To and from transportation funds are provided by the State. Activity and field trips are funded by the District.

Borrego Pass School's proposed practice:

The Board anticipates the need of at least one school vehicle, preferably a carryall to be assigned to the school in addition to the two busses. This will be requested through the GSA Motor Pool. Costs will be charged against the School's budget as heretofore.

Professional staff may be reimbursed for official travel for the school as authorized by the Board.

A-2. Administrative Services - SUPPLIES

Federal law, regulation or BIA practice:

Supplies are furnished from the central warehouse maintained by the Navajo Area, they are charged against the school's budget. If unavailable they may be purchased through GSA contracts. Other supplies not available from these sources may be purchased on the open market.

State law, regulation or County School practice:

Minimum Standards for New Mexico Schools prescribes the following equipment and materials.

1. Collateral reading materials of all subject areas are to be available for students. Books, periodicals, pamphlets, programmed materials, etc., shall be readily available.

2. The following resources shall be adequate and shall be used in such manner as to meet the needs of instruction:

   a. Physical education equipment, facilities, and supplies
   b. Art and music equipment and supplies
   c. Audio-visual equipment, room darkening capabilities
   d. Chalkboards and bulletin boards
   e. Maps, globes and charts
   f. Laboratory equipment for reading, mathematics, science, language, social studies, and English
   g. Unabridged dictionary

The County maintains a central warehouse for nearly all supplies.

Borrego Pass School's proposed practice:

The Board will seek the needed supplies in the most economical way possible. When supplies appropriate to the school program are available through the BIA warehouse they will be requisitioned and charged against the budget of the school. Other supplies will be purchased on the open market. The Board wants to look into the possibility of having its own gasoline tank. Where substantial savings are possible the Principal will be instructed to purchase through the BIA from GSA catalog and charged against the budget of the school.

A-2. Administrative Services - TEXTBOOKS

Federal law, regulation or BIA practice:

The BIA permits wide latitude on the part of local schools in the selection of textbooks which meet the needs of the children in the programs sponsored by the school. The adopted basic textbooks of the State are recommended.

State law, regulation or County School practice:

The State maintains a central textbook depository of all adopted textbooks. Public schools may requisition these books on a permanent loan basis. The textbook allowance for 1970-1971 was approximately $8.50 per pupil. Schools may purchase any other books from local funds. Approved private schools qualify for the State financed textbooks.

Borrego Pass School's proposed practice:

The Board hopes to meet New Mexico state requirements for an approved private school and will request the professional staff to select textbooks from the New Mexico depository appropriate to the developing program of Borrego Pass School. Other needed textbooks will be purchased.

A-2. Administrative Services - INSURANCE

Federal law, regulation or BIA practice:

The Bureau of Indian Affairs does not carry insurance on its installations. Personal liabilities are covered under the Federal Tort Act. New BIA guidelines for contract schools require:

1. Workmen's compensation insurance as required by the laws of the State;
2. Owner's, landlord's and tenant's bodily injury liability insurance, with limits of not less than $50,000 for each person and $300,000 for each accident;
3. Property damage liability insurance with limits of not less than $25,000 for each accident;
4. Automobile bodily-injury liability insurance with limits of not less than $50,000 for each person and $100,000 for each accident, and property-damage liability insurance, with a limit of not less than $5,000 for each accident; and
5. Food-products liability insurance with limits of not less than $50,000 for each person and $300,000 for each accident.

State law, regulation or County School practice:

Workmen's Compensation, School Bus and Property insurance are taken through an association of insurance companies on a bid basis. The Clay Fultz Insurance Agency in Gallup handles the total insurance package as a quasi-agent for the Gallup-McKinley County School Board. A pupil personnel accident policy is made available to parents at cost.

Private schools may negotiate their insurance programs with individual companies. New Mexico has another property insurance program called Fair Plan. Information may be secured from the New Mexico Property Insurance Program, 820 First National Bank Bldg., Albuquerque, New Mexico or by phoning (505) 265-7918.

Borrego Pass School's proposed practice:

The Board expects to meet the insurance requirements and in addition to furnish pupil accident insurance on all enrolled students.

A-3. Administrative Services - UTILITIES

Federal law, regulation or BIA practice:

The cost of utilities are charged against the operating funds of each school (common services, except telephone and laundry).

State law, regulation or County School practice:

There are State and local district codes for the use of natural and liquified petroleum gas, electrical services, water and sewage.

The county maintains phone and radio service to all outlying schools and to school busses.

Borrego Pass School's proposed practice:

The Board will follow the same procedures as are now in effect. Metered services are charged by the Agnecy against the operating funds for common services (except telephone and laundry).

A-4. Administrative Services - FOOD SERVICES

Federal law, regulation or BIA practice:

The Navajo Area maintains a central food warehouse and delivers the food to the school based on the master menu and school enrollment. The food is prepared locally. The cost is charged against the budget of the school.

State law, regulation or County School practice:

The County participates under the National School Lunch Act. Food Services to all schools are provided by integrated funds from Federal, State and local sources.

Borrego Pass School's proposed practice:

The Board will continue using the food service of the Navajo Area with costs charged against the budget of the school. During the first year the Board will investigate the use of the State program in cooperation with National School Lunch Act.

A-5. Administrative Services (Personnel) - STAFFING PATTERN

Federal law, regulation or BIA practice:

Principal vs Principal-Teacher
A survey of the BIA Gallup Area Day Schools showed that schools
--with enrollments from 30-120 were staffed with a Principal-Teacher
--with enrollments from 180-450 were staffed with a Principal (non-teaching)
Teachers: Federal funds provided the BIA are based on one teacher to 30 pupils in elementary grades.
Teacher Aides: Funded through P.L. 89-10 to the extent available.

State law, regulation or County School practice:

Principal: McKinley County has followed the practice of providing a non-teaching Principal where the enrollment reaches approximately 180 elementary students.
Teachers: State aid funds are provided on an overall basis of one teacher to 25 elementary students, except where new and approved staffing patterns are in effect.
Teacher Aides: Funded through special Federal projects, principally P.L. 89-10 and the Johnson O'Malley Act program.

Borrego Pass School's proposed practice:

The Board will seek one additional teacher at least. If there is a marked increase in enrollment additional staff will be needed.

The basic staff will include:
Principal (non-teaching)
Teacher (K)
Teacher (B-1)
Teacher (2-3)
Cook
Cook's Helper
2 Bus Drivers

Teacher and other aides will be provided through OEO or special project funds to the extent possible.

A-5. Administrative Services (Personnel) - CERTIFICATION STANDARDS

Federal law, regulation or BIA practice:

Principal: Master Degree plus 15 hours.

Teacher elementary: Bachelors degree in accredited college and completion of approved program or 24 semester hours in professional education including 12 in elementary education or a score of 550 on National Teacher Examination. Substitute teacher must meet basic requirements.

Teacher Aide: High School graduation and limited experience with youth.

See Appendix for full statement of qualification standards.

State law, regulation or County School practice:

Principal: Masters degree plus 15 hours. Excepted appointment for one year may be made in lieu of hours beyond Masters' degree.

Teacher - Basic Elementary:

1. Bachelors' degree from a regional or N.M. State accredited college or university.

2. Recommendation of the college where degree received.

3. Evidence of eight courses of (3) semester hours of appropriate credit earned within the five year period immediately preceding the date of application.

4. See appendix for course requirements.

Teacher-Aide: Preferably a high school graduate or a college student. See appendix for statement of qualification and duties.

Borrego Pass School's proposed practice:

The professional staff will be required to meet State or BIA standards. The Board may wish to employ on a periodic bases, Navajo personnel, for special projects related to Navajo life and customs.

A-5. Administrative Services - QUALIFICATIONS AND JOB DESCRIPTIONS OF FOOD SERVICE, BUS DRIVERS AND RELATED PERSONNEL

Federal law, regulation or BIA practice:

Food Services employees Bus Drivers Janitors	Generally no positive education requirements. See Appendix for skill and experience requirements, and also for job descriptions.

State law, regulation or County School practice:

See the following publications of the Gallup-McKinley County Schools:

1. School Lunch Program Handbook
2. Transportation Handbook
3. Custodial Handbook

These books provide program operations and useful related information.

Borrego Pass School's proposed practice:

The Board will employ only qualified non-professional personnel that meet the qualification standards of the County or BIA with the exception of Navajo personnel who may be employed to assist in advising students about Navajo life and customs.

A-5. Administrative Services (Personnel) - CONTRACTS WITH STAFF

Federal law, regulation or BIA practice:

Civil Service procedures require no contract. An employee may terminate his employment at any time. Professional ethics dictate that reasonable notice of voluntary termination be given.

State law, regulation or County School practice:

All professional non-certified staff personnel are under a contract with the school district.

The teacher contract for the Gallup-McKinley County School district provides for:

1. The terms of the contract.
2. A general statement of conduct and duties.
3. Salary compensation and how paid.
4. Causes for discharge during term of contract.
5. Required notice for intent to resign.
6. Other causes for termination of contract.
7. Teacher compliance with lawful rules and regulations of the Board.
8. Other Teacher requirements (transcription health)

See appendix for copy of McKinley County Teacher Contract.

Borrego Pass School's proposed practice:

The Board believes that contracts are a protection to the Board and to the employee. The Board hopes to draw up contracts for all staff including Civil Service employees that may be retained or employed.

A-5. Administrative Services - LEAVE

Federal law, regulation or BIA practice:

Sick Leave: 4 hours per pay period or approximately 104 hours per year, cumulative.

LWOP: Discretionary with Area up to one year.

State law, regulation or County School practice:

Sick Leave: School District, 10 hours per month or 90 hours per school year, cumulative.

LWOP: Discretionary with Board and is under study at present time.

Professional Leave: May be granted because of professional commitments and is in the best interest of the school system. See appendix for procedures.

Borrego Pass School's proposed practice:

Employees will be given 10 hours sick leave per month, cumulative. Any Civil Service employees will follow the Federal practice. Other leave is discretionary with the Board of Education. Request will be evaluated on its own merit.

A-5. Administrative Services (Personnel) - RECRUITMENT, NEPOTISM

Federal law, regulation or BIA practice:

All employees are recruited under Civil Service procedures.

The general rule on Nepotism is that an employee may not be supervised by his or her spouse.

Man and wife teams may be employed due to quarters and isolation factors.

State law, regulation or County School practice:

Employees are recruited through the colleges and by individual application to the district.

There are no regulations at present on Nepotism. Relatives of the School Board may be employed however members of the Board cannot be employed by the district.

Nepotism is prohibited by New Mexico statute effective July 1, 1972. See appendix for copy of Act.

Borrego Pass School's proposed practice:

If suitable staff is not found the Board will request the BIA Personnel service to recommend staff. The best employee for the position will be employed without reference to a kinship relationship to members of the Board.

A substitute list of available personnel will be kept by the Board from which qualified personnel will be employed when regular staff are on leave.

A-6. Administrative Services - PURCHASING

Federal law, regulation or BIA practice:

The BIA uses the GSA Store stock item and Federal Supply services schedule. Open market purchases are made by oral and written bids up to $2,500; sealed bids above $2,500. Impressed cash purchases may be made up to $100 on approved purchases.

All orders are processed by purchase orders.

State law, regulation or County School practice:

The county requires three verbal bids on purchases over $500, written bids on purchases over $750; and sealed bids on purchases over $1,000.

Borrego Pass School's proposed practice:

The Board will follow the general purchasing policies used by the County except for routine contract and credit card items. The Board will determine the need for, and budget for large purchases and will evaluate the bids received. The Board will also look into the need for an impressed cash fund. A purchase order form will be adapted for use.

A-7. Administrative Services - RECORDS AND BOOKKEEPING

Federal law, regulation or BIA practice:

BIA bookkeeping is centralized at the agency and area offices. Schools are provided copies of expenditures and budget balances monthly (by computer).

Most programs funded from special sources require records of participation and progress.

State law, regulation or County School practice:

Bookkeeping is centralized in the County District office.

Borrego Pass School's proposed practice:

The Board hopes to meet both the BIA and State requirements. If the Board does not have sufficient supplemental funds to employ a bookkeeper the duty will fall to the head of the school. A careful check will be made on keeping expenditures within the approved budget of the school.

A-7. Administrative Services - PUPIL ACCOUNTING

Federal law, regulation or BIA practice:

Basic records are:

--Census card and family data sheet
--Cumulative record folder
--Total school roster
--Yearly census

State law, regulation or County School practice:

Basic records are:

--Enrollment card on child and family
--Daily attendance (report every 20 days)
--ADM and ADA (basis for Federal aid)
--Separate accounts as required by the various Federal programs

Borrego Pass School's proposed practice:

The principal will be instructed to keep all pupil personnel records required by the State (for private schools) and BIA. The school will cooperate with Agency in supplying census information.

A-8. Administrative Services - SUPPLEMENTAL SUPPORT

Federal law, regulation or BIA practice:

Title I, P.L. 89-10
Save the Children Federation
ONEO for Adult Education

State law, regulation or County School practice:

Basic Tax funds
State Aid Funds
P.L. 874 and 815 including Forest Reserve and mineral funds
Title I - P.L. 89-10
Johnson O'Malley Act
Title II - P.L. 89-10
Title III - NDEA
Title VII - Bilingual Education Act
Follow Through Program funds of USOE
Adult Education Act
Vocational Education Act

Borrego Pass School's proposed practice:

The Board will seek supplemental support to the extent possible needed in carrying out the total program of the school. The following appears to be the best approach:

--Seek Title I funds through BIA (same as at present)
--Seek Title II funds through the State Department of Education
--Seek Title VII funds through the State Department of Education
--Seek Follow Through funds directly with the USOE
--Seek Adult Education funds through BIA or State
--Seek funds from Save the Children Federation and Christian Childrens Fund directly from the private organizations.

DINE, Inc. will be requested to assist in seeking supplemental support for the school.

A-9. Administrative Services - SALARY SCHEDULES

Federal law, regulation or BIA practice:

Principal-Teacher (GS-10)	$11,517-$14,973	(Duty 12 months)
Teacher (GS-7)	$ 8,582-$11,156	(Duty 12 months)
Teacher (GS-9)	$10,470-$13,611	(Duty 12 months)
Cook (Wage Board)	$4.12 per hr.	
Cook's Helper (Wage Board)	$3.49 per hr.	
Bus Driver (Wage Board)	$3.70 per hr.	

See Appendix for GS and Wage Board schedules.

State law, regulation or County School practice:

Teacher with BA (no experience)	$6200	(Duty 185 days)
Teacher with MA (no experience)	$6945	(Duty 185 days)
Teacher with BA (5 yrs experience	$7750	(Duty 185 days)
Teacher with MA (5 yrs experience)	$8495	(Duty 185 days)

See Appendix for full schedules based on education and experience.

See Appendix for other County wage schedules.

Borrego Pass School's proposed practice:

The Board will employ the Principal for a 10 or 11 month duty schedule. Teachers will be employed on a 9 month basis. Rates will be set generally in keeping with the County and BIA schedules.

Any Civil Service employees retained will keep their GS ratings.

Rent for quarters will be deducted from salaries at the rates charged by the BIA.

A-10. Administrative Services - BUDGET

1970-71 Borrego Pass budget:

1230	Local School Administration	$ 721.
1500	Summer School	420.
1330	Instruction-Elementary	24,684.
1700	Food Services	16,619.
1250	Indian Advisory School Boards	1,050.
1320	Kindergarten	18,707.
1800	Pupil Transportation	19,842.
9600	Common Services	11,141.
	Total Program	$93,184.

Borrego Pass School's proposed contract budget:

Local School Administration (including travel)	$ 14,800.
Summer School (will seek funds from supplemental sources)	---
Instruction-Elementary (includes materials & supplies)	27,500.
Food Services	18,000.
School Board (15 meetings @ $175 plus travel)	3,000.
Kindergarten	17,500.
Pupil Transportation	21,000.
Common Services	12,000.
Insurance	3,000
Total	$116,800.

B-1. Program Services - MAJOR AIMS

Federal law, regulation or BIA practice:

The basic philosophy of the Bureau of Indian Affairs encompasses the belief that all Indian youth must have the opportunity to realize their full potential and to become useful members of society. . . . . More specifically the Bureau objectives for Indian education are as follows:

A. To provide a climate conducive to aesthetic, social, and intellectual development
B. To develop communication skills
C. To develop and maintain sound health of body and mind
D. To develop a feeling of belonging, a feeling of importance, and a sense of security coincident to an adequate self-image in both the Indian and non-Indian society
E. To maintain pride in Indian heritage and to develop awareness, understanding, and respect for other cultures
F. To develop a code of values acceptable to the student and to the society in which he lives; and to motivate in him a desire to practice it
G. To develop economic competency
H. To develop an inquiring mind

State law, regulation or County School practice:

The eleven Goals for Quality Education in New Mexico relate to understanding the responsibilities of good citizenship and loyalty and respect for the ideals of our democratic society; basic skill development; pre-vocational and vocational experiences; developing individual competence to function effectively in a rapidly changing world; understanding and appreciation of all social, cultural, ethnic groups; the development of a positive self image; the acquisition of good health practices and habits; awareness of the need for conservation of both human and natural resources; the development of a positive attitude toward the learning process; help in using leisure time constructively and "encourages appreciation of the family as a basic unit of our society through which the cultural heritage may be transmitted and moral standards established."

Borrego Pass School's proposed practice:

Some of the major aims of the School the Board has identified are:

1. To foster the best possible school environment that will encourage Indian children to develop positive attitudes about learning;

2. To make the most of the early years when children are impressionable and can learn so much;
3. To build a good foundation so children can, and will want to go on to high school and college;
4. To start children early thinking about and developing a foundation for future trades and professions;
5. To develop the child's full potential so he will not be dependent but learn to be professionally competent;
6. To stress the past ways of livelihood of the Navajo through their sheep, cattle, weaving, silversmithing, etc., and yet to have the child recognize that life is changing so he can look to and prepare for the future; and
7. To help children appreciate and retain their full heritage because it is believed they will be stronger if they know their own ways of life.

B-1. Program Services - ACCREDITATION

Federal law, regulation or BIA practice:

The Bureau of Indian Affairs recommends the accreditation programs adopted by the state and regional association.

State law, regulation or County School practice:

For an accredited or approved private school, the state requires:

1. Employment of certified teachers
2. An approved program, showing objectives and provisions for reports on progress.

Process for securing approval:

1. The school submits a copy of the program to the Private School Office, State Department of Education
2. A six month permit will be granted (during this period - professional staff must be certified)
3. Recommendation is made to the State Board for approval or disapproval
4. If the school is approved - the school is asigned a code number for reporting purposes.

See appendix for the State Board policy on innovative programs and benefits to non-public schools.

Borrego Pass School's proposed practice:

The Board will seek to accredit the Borrego Pass School as a private school under the State Board regulations of New Mexico.

B-2. Program Services - ENROLLMENT POLICIES

Federal law, regulation or BIA practice:

The general policy of the Bureau of Indian Affairs is that school-age Navajo boys and girls should stay at home with their parents and attend school on a day basis if this is at all possible. They should attend:

1. A PUBLIC SCHOOL if one is available, and if not
2. A FEDERAL SCHOOL on a day basis if one is available, and if not
3. A BORDERTOWN DORMITORY or FEDERAL BOARDING SCHOOL.

See School Enrollment Guidelines, Navajo Area Office for full statement and exceptions to the policy.

State law, regulation or County School practice:

The Gallup-McKinley County public schools are open to all children residing in the district. At present the Borrego Pass children in grades 1-3 who attend school on a day basis have a choice between the local public school at Crown Point and the Borrego Pass school.

Borrego Pass School's proposed practice:

The Board will welcome the enrollment of all Casamero Lake and Little Water children in grades K-3 that can now be served on a day basis. At the same time the Board looks also to the future when other Navajo children may wish to attend their school and at some time may need dormitory facilities.

B-2. Program Services - CALENDAR

Federal law, regulation or BIA practice:

The Bureau of Indian Affairs requires 180 days of instructions. The opening and closing dates of off reservation schools are staggered because of transportation to boarding schools and local conditions.

On reservation dates are set with the approval of the Tribal Education Committee.

State law, regulation or County School practice:

The state requires the school year to be a minimum of 180 teaching days.

The staff of the county schools vote on a calendar and vacation days. This is published yearly.

Borrego Pass School's proposed practice:

The Board will require 180 days of instruction and will follow the calendar used by the BIA primarily to facilitate coordination in the food service program.

B-2. Program Services - LENGTH OF SCHOOL DAY

Federal law, regulation or BIA practice:

The length of the school day for pupils is not less than six hours inclusive of recesses and lunch periods. (Four and one-half hours is acceptable as the minimum length of the school day for pupils in grade beginner through three.)

State law, regulation or County School practice:

The State Board prescribes the length of school day:

1. The instruction day shall be at least two and one-half hours for the kindergarten.
2. The instruction day shall be at least four and one-half hours for grades 1, 2, 3.
3. The instruction day shall be at least five hours for levels above the third grade.
4. These minimum instruction hours shall be exclusive of the lunch period.

It is recommended that elementary students arrive within fifteen minutes of the beginning of, and depart no later than fifteen minutes after, the close of the instruction day.

Borrego Pass School's proposed practice:

The Board will follow the State minimum requirements but may add recreational activities to the instructional program of the school.

B-3. Program Services - CURRICULUM

Federal law, regulation or BIA practice:

The Navajo Area publishes an instructional guide (29 pp.) covering classroom organization and management; learning areas of emphasis; textbooks and enrichment materials; utilization of available resources; social development; and testing. The time allotments of the school day follow the Arizona and New Mexico State Courses of Study and are as follows: for B, 1, 2 and 3:

Language Arts	45%
Social Studies, Science, Music, Art & Crafts	30%
Physical Education, Health & Safety	10%
Arithmetic	10%
Teacher-Pupil Planning	5%

See appendix for full statement of Curriculum Development on the Navajo Reservation.

State law, regulation or County School practice:

The State Board of Education prescribes that the educational program shall include at least the following learning areas:

a. Language Arts: reading, writing, spelling, oral and written English, literature, drama, and English as a second language and bilingual education when appropriate.

b. Mathematics: a modern basic program.

c. Science: a modern program including life, earth, physical science and conservation of natural resources.

d. Social Studies: geography, history, economics, sociology, anthropology, civics, citizenship and government, with appropriate correlations at all grade levels in New Mexico studies.

e. Fine Arts: Music, art.
These areas are to allow for student expression in a creative manner and shall be considered as a part of aesthetic education.

f. Health Education: a planned and scheduled program of instruction employing adequate teaching materials.

g. Physical Education: a planned program of varied activities. (exclusive of recess)

These learning areas may be taught as subject areas or they may be correlated.

Borrego Pass School's proposed practice:

The Board will start with the BIA curriculum but reserves the right to innovate and supplement as input from the parents and communities are received and used in developing the total program of the School.

B-3. Program Services - CURRICULUM GUIDES

Federal law, regulation or County School practice:

The BIA recommends the use of the basic curriculum guides of the State where the school is located. The Navajo Area publishes numerous basic and supplemental program guides. At present a comprehensive total curriculum guide is in preparation.

State law, regulation or County School practice:

The County publishes Scope and Sequence Outline for Elementary Programs. It was prepared to give the elementary staff a concise, sequential outline of behavioral objectives for the various instructional programs. It is not a program teaching guide. The manuals provided with each adopted text or program should be used for this purpose.

Borrego Pass School's proposed practice:

The Board will instruct the staff to evaluate the available guides and to use the materials that best fit the purpose and aims of the Borrego Pass School.

B-3. Program Services - GRADED SYSTEM

Federal law, regulation or BIA practice:

The Bureau of Indian Affairs promotes a graded system of organization and instruction in all its school operations. There is wide latitude on the part of administrators to develop and operate special non-graded programs to meet special needs of students who may have entered school late, are over-age in grade, have a severe language handicap or for other reasons.

The latter includes such reasons as continuous progress of Indian children and better recognition of individual differences. Opportunity and developmental classes may be developed without references to conventioanl basis graded programs.

State law, regulation or County School practice:

The State also permits wide latitude in the development and operation of non-graded programs to meet the specific needs of children. Many schools have special remedial programs in the various subject areas.

Borrego Pass School's proposed practice:

The Board will foster a graded system in order that children can make the transition to other schools without being penalized.

B-3. Program Services - BI-LINGUAL INSTRUCTION

Federal law, regulation or BIA practice:

The Navajo Area actively fosters bi-lingual programs whenever there is a need. Some programs involve an English speaking teacher and a Navajo speaking classroom aide. Other programs in which initial reading is taught rather than in English involve both a Navajo speaking teacher and a Navajo speaking classroom aide. The core of instruction in all Navajo Area Schools is the language arts taught as a second language.

State law, regulation or County School practice:

The State not only permits but promotes Bilingual-Bicultural Programs. The State laws (approved April 1, 1969) reads

a. If within its financial ability, any school district may establish in any level of instruction of bilingual and bicultural program of study involving a culture in which a language other than English is predominantly spoken in the home environment of any number of students within the school district.

b. The state board shall establish guidelines regulating these programs, including provision for their availability to all students in the grade levels in which they are implemented.

The state provides a special consultant for bilingual educational programs and limited state aid funds. See appendix for full statement of policy.

The County has an ESL program for the primary grades. Information is given in Scope and Sequence Outline for Elementary Programs. The County also publishes a separate guide for the ESL programs.

The McKinley County practices (ESL):

1. For non-native English speaker at least 20 minutes per day of instruction in ESL for first, and second grades.

2. Using oral-aural approach.

3. For third, fourth, fifth, and sixth grades, teachers spend 20-30 minutes, ESL.

4. The emphasis is placed on communication as opposed to the skills of reading and writing.

Borrego Pass School's proposed practice:

Language instruction will be aimed at making children proficient in both English and Navajo. A strong point of the school is to foster ease in using either language but not one by downgrading the other. The Board does not want the children to lose their understanding and deep appreciation of their native home and community life. A bi-lingual program will be developed from this point of view. Instruction should begin in the language most familiar to the child.

B-3. Program Services - REPORTING TO PARENTS

Federal law, regulation or BIA practice:

As a means of fostering closer parent-school relationships, the BIA uses staff-parent conferences along with formal report cards. Initial steps have been taken to eliminate the report cards in elementary grades in favor of more parent-teacher conferences and home letters.

State law, regulation or County School practice:

County Practices - report cards are provided. Parent-teacher conference are recommended and the practices are followed in approximately one-half of the schools. It will be noted that the report cards are designed to be used in schools with ungraded as well as the graded program.

Appendix - see copy of report card.

Borrego Pass School's proposed practice:

The Board will promote parent-staff conferences, but for a record a report card should be kept. The parents should also include the grandparents who may be close to the child.

B-3. Program Services - LIBRARY

Federal law, regulation or BIA practice:

The Bureau publishes an extensive annotated list of suggested books for use in Indian schools. Copies of these books may be borrowed from the service-wide library for review and study. The service-wide Librarian will assist schools in the selection of library books and materials.

State law, regulation or County School practice:

The state has required standards for both library and audiovisual equipment. Enrollments with fewer than 200 require 2,500 volumes. New schools are given three years to meet volume requirements. After reaching the minimum required collection, schools with less than 500 enrollment must spend annually $4.00 per student for books, magazine and non-print materials. This is exclusive of textbooks.

Borrego Pass School's proposed practice:

The Board will promote the classroom library concept for the beginning grades and hopes to have a main library with numerous bi-lingual books. The Board will seek to meet the State library standards.

B-3. Program Services - COMPULSORY ATTENDANCE

Federal law, regulation or BIA practice:

The Navajo Tribal Code, Section 116, School attendance, is hereby modified and amended to read as follows:

> "Any Indian who shall, without good cause, neglect or refuse to send his children, or any children under his care, to school while said children are between the ages of 6 and 16 shall be deemed guilty of an offense and upon the first conviction thereof, shall receive a warning and probation for a period of one year. Upon a second or any subsequent offense and conviction thereof, or upon violation of probationary period, the court may sentence the offender to labor for a period not to exceed ten (10) days or may fine said offender in amount not to exceed $50.00, or both."

State law, regulation of County School practice:

The New Mexico Public School Code reads:

77-10-2. Compulsory school attendance---Responsibility.---A. Any person attaining six (6) years of age prior to January 1 of a school year and until attaining seventeen (17) years of age shall attend a public school, a private school maintaining courses of instruction approved by the state board, or a school offered by a state institution. . . . . .

Borrego Pass School's proposed practice:

The Board will give full cooperation to the Tribe in the enforcement of compulsory attendance. The program of the school, however, is aimed at making children happy in learning and developing positive attitudes toward school so that compulsory attendance will not be a problem.

B-3. Program Services - GUIDANCE

Federal law, regulation or BIA practice:

All systems view guidance as a part of the total instructional program. More formalized types of guidance instruction do not usually begin in the lower grades.

State law, regulation or County School practice:

Most schools foster home room programs, room mothers and vocational days as a part of the guidance related activities.

Borrego Pass School's proposed practice:

The Board believes that guidance activities, especially those related to the child's language, home and community, should be a vital part of his instructional program.

B-3. Program Services-OTHER OPERATIONAL POLICIES AND PRACTICES

Federal law, regulation or BIA practice:

The Bureau of Indian Affairs has long established practices on such matters as Special Education for Exceptional Children; trips both day and extended; supervised play; classroom hosts and monitors; class organization and student government.

See orientation hand book, Instructional Guides, of the Gallup Navajo Area.

State law, regulation or County School practice:

The State has standards for Special Education governing the programs to meet the special needs of the mentally retarded, emotionally disturbed, physically handicapped, hearing handicapped, speech and/or language handicapped, the child with other learning disabilities, the home bound and the gifted child. See Minimum Standards for New Mexico Schools.

The County has a Special Education Center in Gallup serving about 70 students. Funding has been proposed for Special Education classes in all schools for the next school year.

Borrego Pass School's proposed practice:

No special education is anticipated at present. Local policies will be developed with the professional staff on such matters as trips, class organization, student government and supervised play.

B-4. Program Services - PRE-SCHOOL EDUCATION

Federal law, regulation or BIA practice:

The Bureau has fostered a Beginners (pre-first grade) program for many years for children who would be six years of age by January 1, following the fall enrollment. Recently formal kindergartens are being established for five year old Indian children who can attend school on a day basis. Information about the program is found in Early Childhood Education for American Indians. The Bureau of Indian Affairs published a 201 page Kindergartens Curriculum Guide for Indian Children using a bilingual-bicultural approach.

State law, regulation or County School practice:

The County also sponsors a pre-first program for six year old children who are not able to function in the regular first grade program.

The County operates Kindergarten programs funded through Title I and Johnson O'Malley Act funds. A native speaking aide is provided in each bilingual classroom. The County has developed a Kindergarten guide.

Borrego Pass School's proposed practice:

The Board will continue to cooperate with the Tribe in providing space for the ONEO operated preschool program; and will continue to sponsor the BIA funded Kindergarten program.

B-5. Program Services - ADULT EDUCATION

Federal law, regulation or BIA practice:

The BIA sponsors a limited program in adult education through the Eastern Navajo Agency.

State law, regulation or County School Practice:

The state may provide funds for an adult basic education program to approved private schools. At this point the program is largely Federally funded through the Adult Education Act. The adult basic education students must be at least 16 (no age limit) and not have completed high school. ESL and a study for the GED examination along with a wide latitude for other basic education programs are permitted.

Borrego Pass School's proposed practice:

The Board will look into the possibilities of a local adult education program. Will contact OEO, State and BIA for best possible approach.

B-6. Programs Services - SUMMER SCHOOL

Federal law, regulation or BIA practice:

The BIA receives limited funds for summer activities. A pro rata share will be allotted to the Borrego Pass School.

State law, regulation or County School practice:

The County schools programs are held at most of the larger schools. The purposes are both recreational and academic.

Borrego Pass School's proposed practice:

The Board believes that there is a great opportunity to develop sound summer programs, and will seek funds from any available sources.

C-1. Support Services - SCHOOL HEALTH

Federal law, regulation or BIA practice:

All school health services are provided by the Indian Division of the U.S. Public Health Service. They consist principally of an examination on entering school, an out-patient clinic at Crownpoint to which children are transported almost daily from Borrego Pass and emergency treatment at any time. Specialized health services may be arranged on a referral basis.

State law, regulation or County School practice:

The County sponsors a screening and referral health program. This is accomplished through the employment of certified nurses. The County by law maintains a health record card on each child. See Appendix for copy. Clinic services may be arranged where a special need exists.

Borrego Pass School's proposed practice:

The Board will continue to give its full support to the PHS in such matters as the immunization program, physical examinations, emergencies and health education. The Board recognizes the importance of the school health program.

C-2. Support Services - TRANSPORTATION

Federal law, regulation or BIA practice:

All vehicles are furnished through the GSA Motor Pool. In addition to regular bus transportation to and from home, transportation may be secured for educational trips and outings.

State law, regulation or County School practice:

The County contracts for school bus transportation to and from home. Activity trips may be arranged also.

Borrego Pass School's proposed practice:

The Board will work out a policy on the use of vehicles under the control of the School. The Principal will be held responsible for carrying out Board policy. Mileage will be allowed for the use of private vehicles on official trips. The Board will keep trip records and evaluate costs.

C-3. Support Services - FOOD POLICIES

Federal law, regulation or BIA practice:

Noon lunches are served free to children. Others eating at the school are charged $1.30 per meal except when parents are invited on special occasions.

State law, regulation or County School practice:

Cafeterias are provided in all schools on a self-sustaining basis. Free or reduced cost lunches are served when the parents of children cannot afford the lunch cost.

Borrego Pass School's proposed practice:

The Board will serve a noon lunch to all pupils as a part of the total educational program. In addition will provide mid-morning snack or breakfast if needed. Invited guests to the school will be permitted to eat at the cafeteria without charge, subject to the availability of food and funds. Refreshments at meetings and banquets may be provided in keeping with the program and the means of the School to support the service.

C-3. Support Services - SOCIAL SERVICES

Federal law, regulation or BIA practice:

The Social Services Branch of the BIA provides child welfare services when such services are not available from established child welfare agencies. This includes arrangements for the protection and care of dependents, neglected, and handicapped children, and securing appropriate institutional care.

State law, regulation or County School practice:

The County works with the Welfare Department for needed social services on a referral basis, usually through the School Nurse.

Borrego Pass School's proposed practice:

The Board will seek the social services needed by the school children in cooperation with the Tribe, County, BIA and private sources such as Save the Children Federation and The Christian Children's Fund.

D-1. Other Operational Policies and Practices - SCHOOL BOARD

Federal law, regulation or BIA practice:

The Navajo Area has advisory boards at all schools. Members are provided a $10.00 travel allowance for a maximum of 12 meetings per year.

State law, regulation or County School practice:

School Board members are reimbursed only for official travel. No allowance is provided for meetings of the Board.

Borrego Pass School's proposed practice:

The Board will schedule regular monthly meetings throughout the school year and will call special meetings as needed. It is believed the Board will need to meet bi-monthly, especially during the first year's operation. Travel expenses will be paid to those in attendance in the amount of $25.00.

After the program is well under way, the Board anticipates the need for about 15 meetings per year.

D-2.

Cooperation with the Public School System:

The Board will seek to cooperate with the Public School system especially (1) by operating an approved State private school; (2) seeking the help of the County and State supervisory staffs in special program development; and (3) in coordinating enrollment policies.

Cooperation with the BIA:

The Board will cooperate with the BIA in making the transition to a privately operated school; especially in such matters as planning, fiscal details, in coordinating the continued use of common services and personnel matters as may be needed or required. Keeping BIA officials informed through reports and personal contacts will be of priority importance.

Cooperation with Diné, Inc.

The Board voted by resolution on June 8 to request Diné, Inc. to contract with the BIA for them for the FY 1972 for the control and operation of the Borrego Pass School. The Board will seek represen- on Board of Directors for Diné, Inc. as a further means of working closely with this organization during the interim year.

Regulation for Securing Authority to Establish a Non-Public School in New Mexico

Before initiating an instructional program, all non-public elementary and/or secondary schools in New Mexico shall first submit in writing to the New Mexico State Department of Education a planned proposal to meet the New Mexico State Board of Educations adopted Minimum Standards for New Mexico Schools.

An instructional program will not commence before approval of the aforesaid "planned proposal" is received from the New Mexico State Department of Education.

(Adopted by the State Board of Education on February 7, 1970)

QUALIFICATIONS AND REQUIREMENTS FOR SCHOOL BUS DRIVERS

LICENSE

A driver of a school bus transporting any school child shall hold a current, valid school bus drivers license.

A. LICENSE REQUIREMENTS

1. Each applicant shall present a character certificate signed by at least three responsible people to whom he is well known, certifying as to his good character and habits.
2. Each applicant shall pass the regular written examination administered by the Drivers License Division of the State of New Mexico and the special supplementary examination covering knowledge of school bus operation.
3. Each applicant shall pass a driving test, administered by a New Mexico State Police Officer, in the school bus which he is going to drive or one of equal size.

NOTE: This applies to new applicants or to those whose license have expired. Renewals shall be governed by the requirements of the Drivers License Division.

EXPERIENCE

At least one year of driving experience in a vehicle larger than a passenger car or special training in operating a school bus prior to time of making application.

AGE

No person under the age of eighteen may be licensed as a school bus driver. (A minimum of 21 years of age is recommended.) No driver, not already in service, who has reached the age of sixty-five, shall be employed.

PHYSICAL & VISUAL ABILITIES

A. Possession and full and normal use of both hands, both arms, both feet, and both legs.

B. No structural defects or limitation likely to interfere with safe driving.

C. Visual acuity (either without glasses or by correction with glasses) of at least 20/20 in one eye and 20/40 in the other eye.

D. Field of vision of at least 150^{o}.

E. No color vision deficiency.

F. No muscular anomalies.

G. Ability to hear whispered voice at 20 feet.

HEALTH

A. Freedom from organic or functional disease likely to interfere with safe driving, such as epilepsy, tuberculosis, paralyses, diabetes, abnormal blood pressure, and heart ailments.

PHYSICAL EXAMINATION

A. All physical examinations shall be conducted by licensed physicians approved by the employing agency.

B. Each driver applicant must pass a physical examination before he is employed to transport pupils.

C. A physical examination is compulsory every year for all drivers and at other times, at the request of the employing agency.

D. A copy of each physical examination shall be filed with the employing agency.

E. All drivers sixty years of age or older, shall pass a thorough physical examination semi-annually.

F. Examination shall include all items shown on the physical examination form on page 40.

INSTRUCTION

It is recommended that all school bus drivers should receive adequate instruction in basic duties connected with school bus driving before transporting pupils. This should be accomplished by attendance at the New Mexico School Bus Driver Institute which is held prior to the opening of school each year.

It is further recommended that all drivers attend the Institute at least once every three years. They should also be active participants in their local, district and state School Bus Driver Association and attend the follow up and refresher schools when held in their area. Record of attendance will be considered when contract is up for renewal.

CHARACTER

No person shall be employed as a school bus driver who has been convicted of any of the following offenses as a result of driving a motor vehicle: (a) manslaughter (b) driving while under the influence of intoxicating liquor or habit forming drugs (c) failure to stop, disclose identity and render assistance when involved in an accident.

A. OTHER ELEMENTS TO BE CONSIDERED ARE:
   (1) Reliability or dependability
   (2) Initiative, self-reliance and leadership
   (3) Ability to get along with others
   (4) Freedom from use of undersirable language
   (5) Personal habits of cleanliness
   (6) Good moral character
   (7) Honesty
   (8) Freedom from addiction to narcotics or habit-forming drugs or the excessive use of alcoholic beverages or liquors

EMOTIONAL STABILITY

In selecting applicants and in re-employing drivers full recognition should be given to the importance of emotional stability in relation to school bus driving. Due consideration should be given therefore to the following factors.

1. Patience
2. Consideration
3. Even temperament
4. Calmness under stress

APPEARANCE

Each driver must be neat and clean in his appearance.

CITIZENSHIP

Every school bus driver must be an American citizen.

DRIVING RECORD

No one shall be employed, re-employed, or retained whose driving record contains violations or accidents which would indicate improper attitude, knowledge or skill. Driving records may be checked by contacting the Driver Services Division of the Motor Vehicle Department.

REPORTS

The driver shall be competent to keep such records as may be required by the Board of Education or the Transportation Division. Each driver shall make a monthly report, showing the number of pupils transported each day during the month.

RELATIONSHIPS

The driver shall satisfy the Board that he is thoroughly familiar with his relationships with parents, teachers, pupils, and other school authorities.

AVAILABILITY

The bus driver should be available to the route he is selected to serve.

SUBSTITUTE DRIVER

Substitute drivers shall meet the same requirements as a regular driver.

All drivers must be approved by the local Board of Education.

Cook

Job Description:

Serves as one of the cooks in a large kitchen; may requisition food to meet menu requirements and kitchen supplies and equipment as required. May maintain food and kitchen supply and equipment inventories. Prepares or directs preparation of food for cooking. Roasts, broils, fries, bakes, boils or otherwise cooks meats, fish, poultry, and vegetables; carves meats for individual servings as required. Makes soups, gravies, stews and sauces, toasts, sandwiches, custards, puddings, and other desserts, coffee and other beverages. Prepares salad mixtures and salad dressings. May be responsible for keeping refrigerators, ranges, ovens and all appliances and utensils, as well as kitchen and food store rooms in a sanitary condition. Supervises kitchen helpers and students in preparation and serving of foods and in maintaining sanitary conditions in cooking areas. May give on-the-job instruction to students in cooking processes.

Minimum Qualification Requirements: (X-118-CPC-518-4)

Applicants must have had six months experience in performing the more elementary general cooking duties, or assisting in general cooking under supervision.

Applicants must have acquired the knowledges and skills necessary to perform general cooking duties that suit the position.

Substitution:

Six months only of experience as short order cook may be substituted for not more than three months of the required general cooking experience.

The successful completion of any of the following may be substituted for any or all of required experience.

(1) The successful completion of a course in cooking or in cooking and baking in a school of secondary grade or higher--provided the course includes a substantial amount of training in quantity cooking and actual practice.

(2) The successful completion of a training course in cooking or in cooking and baking in the armed forces.

(3) The successful completion of a "specialty course" in cooking and baking in which concentrated training and quantity cooking was given.

Physical Requirements: (X-118-2-5)

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis.

In addition, applicants must possess emotional and mental stibility, and for positions in the Indian Service show positive reaction to the tuberculin test and be free from clinical and laboratory evidence of tuberculosis and skin and venereal diseases.

FOOD SERVICE WORKER
or
Waiter

Job Description:

Waits on tables in a dining room or mess hall of a Government institution, including responsibility for spreading clean linen, setting tables with silverware, glasses, sugar bowls, salt and pepper shakers and napkins; serves food family style, from food carts or from cafeteria lines; assists in the maintenance of discipline in dining room; maintains dining room in a clean and sanitary condition; may instruct and supervise student details in distributing and apportioning food, washing dishes and cleaning the dining room; may instruct students in proper table manners.

Minimum Qualification Requirements: (X-118-CPC-2590-4)

Applicants must have had one year experience in waiting tables in a hotel, institutional dining room, restaurant, or club; or experience in supervising waiters and other dining room employees.

Appointment to these positions is restricted by law to persons who are entitled to veteran preference as long as such persons are available.

Substitution: Experience as a kitchen helper may be substituted for not more than one year of non-supervisory waiter experience, provided such experience has been acquired under the immediate supervision of a waiter or supervisory waiter.

Physical Requirements: (X-118-2-5)

Good distant vision in one eye and ability to read without strain printed materials the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by the use of satisfactory prosthesis.

Bus Driver

Job Description:

Operates school bus in transporting students to and from school and on field and recreation trips; follows assigned routes and schedules; is responsible for safety and conduct of students while on school bus, knows rules and regulations of I.C.C. and State and local laws; has sufficient mechanical knowledge of bus to maintain it and make minor repairs and keep it in good working order. May perform incidental manual labor tasks when not engaged in driving.

Minimum Qualification Requirements: (X-118-CPC-604-4)

Applicants must have 1, 2 and 3 below:

(1) One year's experience in the operation of passenger motor vehicles, including the making of minor repairs and adjustments to such vehicles; and
(2) An appropriate permit to operate motor vehicles (in any state or territory where required) or the applicant must obtain such permit within 30 days after date of appointment; and
(3) A satisfactory driving record.

Applicants must also pass a practical road test, but such test may be waived for non-competitive actions.

The minimum age of 18 is not waived in any case for chauffeur positions.

Physical Requirements: (X-118-CPC-604)

The duties of the position require light to moderate physical exertion. Arms, hands, legs, and feet must be sufficiently intact and functional, or if loss of limb exists, the loss must be satisfactorily compensated by suitable prosthesis and/or specially equipped motor vehicle to offset the disability. For unlimited duty (Agency Reservation and public highways) applicants must have vision of at least 20/30 in one eye and 20/50 in the other, with or without glasses. For limited duty (Agency Reservation) applicants must have vision of at least 20/30 in one eye, with or without glasses. Hearing, with or without a hearing aid, must test 15/20 for ordinary conversation in one ear. Any physical defect or emotional instability which would cause the applicant to be a hazard to himself or to others will disqualify for appointment.

REQUIREMENTS FOR GRADE GS-5

Possession of the basic requirements meets in full the requirements for GS-5.

REQUIREMENTS FOR GRADE GS-7

In addition to the basic requirements (page 4). you must fulfill one of the following requirements:

A. EXPERIENCE: One year of appropriate experience in teaching, educational research, development of education or training material and aids, educational testing, guidance counseling, educational administrator, or other comparable activity. The experience must clearly demonstrate success in the application of the principles, methods, and techniques of education and training, or in developmental work in connection with the areas mentioned above, and familiarity with current developments in the education and training field, and, as necessary, knowledge of subject matter field(s) *applicable to the position for which you are being considered;* or

B. EDUCATION: One year (30 semester hours) of pertinent graduate study in education and/or related fields appropriate for the duties of the position; *or*

C. SUPERIOR ACADEMIC ACHIEVEMENT: Your application will be accepted for grade GS-7 provided you meet any one of the following "quality graduate" criteria:

1. Standing in the upper third of the class based on completed college work at time application is filed.

2. 2.90 or better grade point average in all completed college courses, or in all courses completed during the last two years of the undergraduate curriculum.

3. 3.50 or better grade point average in all completed courses in the major field of study, or in all courses in the major field of study completed during the last two years of the undergraduate curriculum.

4. Election to membership in one of the national honorary scholastic societies (other than Freshman honor societies) which meet the minimum requirements of the Association of College Honor Societies.

5. A score of 600 or better on an Area Test or Advanced Test of the Graduate Record Examinations.

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6. For teacher positions only, a superior score in the National Teachers Examination. This requires a composite NTE score of at least 1300, with not less than 650 in the Common Examination and not less than 650 in the appropriate Teaching Area Examination.

The superior academic achievement criteria does not apply if you meet the basic requirements (page 4) based on NTE scores.

SUBSEQUENT WORK EXPERIENCE

Applicants who are rated as superior under the provisions outlined above may be acceptable for grade GS-9 provided that they have had at least one year of professional experience at the level of difficulty and responsibility equivalent to grade GS-7 in the Federal service.

NOTE: If your basic eligibility is based on your score on the NTE you may not use your score again to qualify for grade GS-7, regardless of the score attained.

REQUIREMENTS FOR GRADE GS-9

In addition to the basic requirements, you must fulfill the following requirements:

1. Two years of appropriate professional experience as described in the requirements of GS-7 above; *or*

2. A combination of 1 year of pertinent graduate education and 1 year of appropriate professional experience, both as described above for GS-7; *or*

3. Completion of all requirements for the master's degree in Education or in an appropriate subject matter field; *or*

4. Two full academic years of pertinent graduate study in Education or in an appropriate subject matter field.

1 through 4 above must be pertinent to the position for which you are applying.

CREDIT FOR PART-TIME AND/OR UNPAID EXPERIENCE

Credit will be given for part-time experience as well as unpaid experience or volunteer work such as in community, cultural social service, and professional association activities on the same basis as for paid experience of the types acceptable under this announcement. To ensure the receipt of proper credit you should show the dates and actual time, such as the number of hours per week spent in such activities.

APPROVED-PROGRAM APPROACH

Under this approach, the institution itself rather than the State establishes program requirements which are acceptable to the State.

For those applicants offering an "Approved-Program" background, a certified statement from the college or university, containing the following must be filed with the application: (1) certification that the college or university has a teacher education program approved under an "Approved-Program" approach; (2) the date such approval was granted the institution and by whom; (3) the date you successfully completed training under this program; and (4) the area of concentration. The statement above is not necessary if the approved-program course work content meets the basic requirements through course credit accumulation (page 4).

APPLICATIONS ACCEPTED FROM STUDENTS

Applications will be accepted from senior and graduate students. Credit will be given for all course-work to be completed within 9 months of the date of filing your application. If you are a student, and are qualified in all other respects, you may receive a provisional appointment prior to completion of the courses, but you may not enter on duty until you furnish proof of successful completion of all the courses submitted to fulfill the requirements for acceptance. You will be required to show that your course work is completed at the time you enter on duty.

The letter notifying you we have accepted your application will be stamped "May not enter upon duty until completion of required education is shown."

INTERVIEW

Interviews are not conducted routinely for everyone whose application is accepted. The Bureau of Indian Affairs *may* contact you regarding an interview when you are actually being considered to fill a vacancy.

SELECTIVE PLACEMENT

Some positions require special knowledges or competencies. In such cases, selection for these positions may be limited to those candidates whose records show evidence of the required capabilities.

BASIS OF RATING
NO WRITTEN TEST REQUIRED

Your rating will be based on an evaluation of your education, experience, special skills and abilities shown in your application and on additional information which may be obtained from confidential inquiries.

STATE CERTIFICATION

You may be required to obtain state certification. The Bureau of Indian Affairs will allow you the same amount of time for obtaining state certification that is allowed for public school teachers within the state in which you are given an appointment. The Bureau of Indian Affairs applies the requirements of the state in making appointments from this announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, political affiliations, or any other nonmerit factor.

LIST OF ACCEPTABLE COMPETITORS

Separate lists of competitors will be established for each of the positions and grades covered by this announcement. The Civil Service Commission has no prior knowledge about specific vacancies. We refer these lists to the Bureau of Indian Affairs for consideration as vacancies occur.

ADDITIONAL INFORMATION

For information about citizenship, kinds of appointments, physical abilities required, veteran preference, and other general information, see Civil Service Commission Pamphlet No. 4, "Working for the U.S.A." which can be obtained at most Post Offices and Interagency Boards of Examiners.

Guidance is helping: a Guidance Counselor (sitting) and an Instructional Aid assisting at table.

ARTICLE XIV. EMPLOYEES

The professional educational staff of the School shall meet the qualification standards of the Civil Service Commission and/or the State Educational Certification Standards for employment and career advancement. If the School Board elects to recruit and employ professional staff members as Federal employees, all rights and privileges as Federal employees will be preserved.

Section 37 - Teacher Aides

DEFINITION

A teacher aide is a non-professional assistant to the teacher.

PURPOSE

The major intention is to free the qualified teacher from minor, essential tasks which are time-consuming and thus detract from the process of teaching.

QUALIFICATIONS

- Preferably a high school graduate or a college student
- Acceptable references
- Interest in working with children
- Ability to follow directions
- Ability to learn to operate a duplicating machine
- Ability to learn to operate audio-visual equipment
- Knowledge and ability to react promptly and wisely in emergency situations
- Adaptable and presentable
- Possesses good physical and mental health
- Ability to work with various ethnic groups

DUTIES

- To work under the general direction of the classroom teacher
- To maintain attendance records
- To schedule, secure, and project audio-visual aids
- To secure library, art, physical education, music, and other supplementary materials
- To duplicate materials
- To distribute and collect materials
- To monitor fieldtrips under the supervision of the teacher
- To foster safety practices
- To assist small groups with minor academic problems in special situations (when competence has been demonstrated by the aide in a special area)

TEACHER CONTRACT

Gallup-McKinley County School District
School Term 1970-1971

The Board of Education of Gallup-McKinley County, New Mexico, herein called Board, and _____, herein called Teacher, agree:

1. The Board employs the Teacher to teach and perform related services during the school year 1970-1971, beginning _____, 19 ____, in school or schools of the Gallup-McKinley County School District to which the Teacher may be assigned by the Board.

2. The Teacher shall present himself or herself for duty to the Superintendent of Schools at such times and places as designated. The Teacher shall be prompt, thorough, conscientious, judicious in punishment, watchful of the morals of the pupils, and shall attend all school meetings called by the Superintendent, school principal, or other authorized person.

3. The Teacher's annual salary shall be computed on the basis of a _____ degree and ____ additional approved semester hours and _____ years of allowable experience plus special increment(s) for

_____

Salary per schedule $ _____

Special increment $ _____

Total contract salary $ _____

The total contract salary shall be paid the Teacher in _____ installments.
The first installment of _____ shall be due and payable on _____, 19 ____.
Each installment thereafter of _____ shall be payable on scheduled paydays.
The total contract salary is based upon a school year of:

_____ teaching days

_____ non-teaching days

_____ total contract days

and is subject to the approved budget. For each day's absence from duty not included in sick leave, or otherwise compensated for in accordance with the rules and regulations of the Board, there shall be deducted from total contract salary an amount proportional to the total contract days or such lesser portion of total contract salary as shall be established by the Board.

Such deduction shall be made from the installment(s) due the Teacher following such absence. In the event of resignation or discharge, the Teacher shall be entitled to the proportion of his total compensation as his service rendered bears to the total service required herein.

4. The Teacher shall not be discharged during the term of this contract except for proven disability, disqualification, immorality, incompetency, insubordination, breach of this contract, or for any other good and just cause, and after hearing on written charges, notice of which shall be given as required by law.

5. The Teacher will give the Board thirty (30) days' written notice of intention to resign. Failure to give such thirty day notice shall entitle the Board, in its discretion, after deducting an amount for services not rendered, to retain from any unpaid balance of the total contract salary an additional amount equal to one-twelfth (1/12) of the contract salary specified above, and to file a written complaint with the State Board of Education.

6. Should the Teacher contract for, or perform any other employment which will result in absence from duty required under this contract, the Board may declare this contract terminated after a hearing as provided by law, and file a written complaint with the State Board of Education. This section shall not prevent a Teacher from holding an office not incompatible to the teaching profession, or from performing any activity allowed a qualified elector as provided by the Constitution.

7. The Teacher shall comply with the lawful rules and regulations of the Board. The Board shall comply with the provisions of the law relative to renewal of employment, discharge, and retirement.

8. The Teacher shall furnish the Board the following:
   - A. At such times as may be required by the Board:
     - (1) A proper teacher's certificate for the position to be held.
     - (2) An official transcript showing the education record and training of the Teacher.
     - (3) Suitable evidence of date of birth.
   - B. On or before the commencement of the school term:
     Each person employed in a public or private school, including bus drivers, shall present to the governing authority of the school where employed, upon initial employment and once each year thereafter, a certificate from a licensed physician stating that the person is free from all communicable diseases in a transmissible stage dangerous to the health of students. The certificate from a licensed physician shall be according to a form prescribed by the State Board of Public Health and approved by the State Board of Education. The certificate must be obtained annually from a licensed physician not more than ninety (90) days prior to the beginning of the school year.
   - C. The Teacher shall accept or reject the contract or offer of employment within fifteen (15) days from receipt of such offer or contract.

   Failure to furnish any of the foregoing items at the required time may result in the termination of the contract after a hearing by the Board, as provided by law.

Date signed by and for Board:

Board of Education of Gallup-McKinley County, New Mexico

_____

By: _____

Date signed by Teacher:

_____

_____

Teacher

NEW MEXICO SCHOOL PERSONNEL HEALTH EXAMINATION CERTIFICATE*

REGULATIONS

GOVERNING EMPLOYMENT OF TEACHERS AND OTHER PERSONS WITH COMMUNICABLE DISEASE BY PUBLIC, PRIVATE OR PAROCHIAL SCHOOLS

All persons employed by public, private, and parochial schools, and school lunch personnel, and school bus drivers shall present to the governing authorities of the schools where employed, upon their initial employment and once each succeeding year thereafter, a certificate to the effect that they are free from tuberculosis in a transmissible form. The certificate must be signed by a licensed physician, and must be secured annually not more than 90 calendar days prior to the opening of the yearly fall school term.

In order to meet this requirement:

a. all such persons preferably shall have an annual chest X-ray, but an intradermal skin test for tuberculosis each year within the 90-day time period specified above is acceptable;

b. all such persons known to be positive reactors to the intradermal skin test shall have a chest X-ray and other tests that may be needed to establish a diagnosis;

c. persons found through intradermal skin tests to be positive reactors shall immediately have a chest X-ray and other tests that may be needed to establish a diagnosis before initial employment and once each succeeding year thereafter within the 90-day period specified above.

In addition to the above minimum requirements, the State Board of Health and Social Services and the State Board of Education strongly recommend that all school personnel receive an annual physical examination.

CERTIFICATE OF EXAMINATION*

Name _____ Sex _____

School _____ Occupation _____

RESULTS OF TESTS FOR TUBERCULOSIS

A. Intradermal Skin Test: Positive _____ Negative _____

B. Chest X-ray Results: Positive _____ Negative _____

Suspicious _____

C. Results of additional tests needed: _____

_____

_____

I hereby certify that to the best of my knowledge, the above-named person is free from tuberculosis in a transmissible form, as of this date.

_____ _____

PHYSICIAN DATE

* **THIS CERTIFICATE MUST BE SUBMITTED TO THE SUPERINTENDENT OF SCHOOLS WHERE INDIVIDUAL IS EMPLOYED.**

SCHOOL ADMINISTRATOR CONTRACT
Gallup-McKinley County School District Number One
Gallup, New Mexico

This is a contract of employment between the Board of Education of Gallup, New Mexico, herein called Board, and _____ a duly qualified and certified _____, herein called Employee.

1. The Employee shall be employed by the Board for a period from_____, 19__, to _____, 19__, as _____ of the Gallup-McKinley County School District, County of McKinley, New Mexico.

2. The Employee shall, during the term of employment, faithfully perform the duties appertaining to his position, administer the duties assigned by the Superintendent of Schools, and abide by the rules and regulations of the Board. During the term of this contract the Employee shall be subject to discharge for any good and just cause, provided, however, said Employee shall have the right to service of written charges, notice of hearing, and a hearing before the local Board as specified in Sec. 73-12-15, N.M.S.A. (p.s.).

3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist from time to time.

4. If the Employee is employed on a twelve (12) month contract, he shall be entitled to fourteen (14) working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than _____ working days, but, upon termination of this contract, no payment shall be made for more than twenty (20) days of the unused annual leave.

The Employee shall be entitled to sick leave with pay for a total of not more than _____working days per year. Unused sick leave is cumulative until the employee leaves the school district.

5. The Employee shall furnish the certificate required by Section 73-12-11, N.M.S.A., 1953 Comp., as amended, in the form and at the time or times provided therein.

6. Subject only to the provisions of the applicable approved budget and the availability of funds thereunder, the Employee shall, during the term hereof, receive a salary of $_____per year, payable in equal monthly installments, less required or authorized deductions, on or about the _____day of each month.

_____
Recommended, Superintendent of Schools

_____
Employee

Date of Execution:_____

Board of Education of Gallup-McKinley County Schools, Gallup, New Mexico

By_____
President

_____
Secretary

Date of Execution:_____

GALLUP-McKINLEY COUNTY
BOARD OF EDUCATION
Post Office Box 1318
Gallup, New Mexico

EMPLOYEE'S CONTRACT

(Aide - Custodian)

The Gallup-McKinley County Board of Education hereby employs

_____ of _____ _____

as_____

for the period of_____.

Total compensation for services rendered shall be $_____,

payable on the 30th of each month for the earned portion of the total amount of compensation payable.

Said employee hereby agrees to present himself or herself for duty to the Superintendent of Schools at such time and place as he may require and to perform faithfully and fully the duties of the position assigned.

It is understood that new employees must serve a thirty (30) day probationary period during which time their services can be terminated immediately. It is further understood that any involvement of the employee in criminal, immoral, or other disgraceful action is cause for immediate dismissal. Otherwise, after thirty (30) days probationary service, each party of this contract agrees to give a fifteen (15) work day advance notice if they desire to terminate this contract.

_____ Gallup-McKinley County Board of Education
Employee

_____ By_____
Date Superintendent of Schools

PHOTOGRAPH
(Optional)

GALLUP-McKINLEY COUNTY SCHOOLS
Gallup, New Mexico

Application for Aide Position

NAME _____ DATE _____

PRESENT ADDRESS _____ TELEPHONE _____

SOCIAL SECURITY NUMBER _____

Circle type of assignment most preferred:

Teacher Aide Library Aide Nurse Aide

Location (List School Preferred) _____

SKILLS

Type _____wpm_____
Mimeograph _____
Ditto _____
Other _____

PERSONAL DATA

Date of Birth _____ Place of Birth _____

Height _____ Weight _____ General Health _____

Physical Defects (if any) _____

Marital Status _____ Single _____ Married _____ Divorced _____

Husband's Name _____ Occupation _____

Number of Children _____

Are you presently employed? _____ Where?_____

When are you available for assignment? _____

Add in the space below any information which you believe will assist in giving a true estimate of your qualifications.

REFERENCES

Include the names and addresses of all former employers. Three references are required. Do not give relatives.

Name	Address	Official Position

I understand that the information recorded herein is confidential and to be used for professional purposes only.

EXPERIENCE

Location of Business	Dates From To	Type of Work

EDUCATION AND PREPARATION

Name of School	Years Attended	Diploma or Degree Subject

If not a high school graduate, do you have a GED Certificate? Yes _____ No _____
Date of GED Certificate _____

_____
Signature of Applicant

Section 13 - Professional Leave

Professional leave of absence is granted to school employees for absence which is required because of professional commitments and is in the best interest of the school system.

All professional leave requests must come through the Office of Instruction. All elementary and secondary teachers will submit their request for professional leave in writing to the principal of their respective building. The building principal will in turn submit the request to the supervisor of Elementary Education or to the supervisor of Secondary Education for final approval. No professional leave will be granted unless authorized by the Office of Instruction and/or the Superintendent of Schools.

Chapter 199

AN ACT

RELATING TO EDUCATION; PROHIBITING THE EMPLOYMENT BY A SCHOOL DISTRICT OF PERSONS RELATED WITHIN STATED DEGREE OF CONSANGUINITY OR AFFINITY TO SCHOOL BOARD MEMBERS; AND ENACTING A NEW SECTION 77-4-3.1 NMSA 1953.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. A new Section 77-4-3.1 NMSA 1953 is enacted to read:

"77-4-3.1. NEPOTISM PROHIBITED.--No local school board shall employ or approve the employment of any person in any capacity by a school district if the person is related by consanguinity or affinity within the first degree to any member of the school board governing the district. This section does not prohibit the continued employment of any person who is employed by a school district on July 1, 1972 and who, on that date, is related within the prohibited degree to a member of the governing school board."

Section 2. EFFECTIVE DATE.--The effective date of this act shall be July 1, 1972.

House Bill 362
Approved April 1, 1971

Section 36 - Grievance Policy

The following statements shall define 'Problem' and 'Grievance.'

'Problem': A complaint of misunderstanding on the part of a professional staff member which arises from the application and interpretation of Board of Education policies and/or administrative regulations.

'Grievance': An unresolved, aggravated problem which becomes a grievance when either party to a disagreement states that a grievance exists and requests that the procedures contained herein be invoked.

The channels that an employee will take in voicing his/her complaints shall be as follows:

1. Simply state case to principal or other designated school administrator. Principal renders a decision. If matter is not rectified,

2. Resort to formal procedure and written documents. The employee may be represented by teachers' organization or counsel. The Superintendent renders a decision. If the matter is not rectified,

3. Use a review board or panel. Such board or panel to consist of three members selected from a predetermined list of eligible people within the school district; one selected by complainant, one by administration, and one selected by both to act as chairman. The panel holds hearings, gathers evidence and issues a report, which includes findings and recommendations to the Superintendent. Then the Superintendent issues a decision. If matter is not resolved,

4. A formal appeal shall be made to the Board of Education. The Board's function: to uphold, reject, or modify the Superintendent's decision from the panel findings.

No. .....

..... School

REQUISITION AND PURCHASE ORDER

Please ship and bill to:

.....

.....

.....

Vendor: .....

Address: .....

.....

Quantity	Description	Unit Price	Total Amount

Name of Purchaser ..... Total .....

Fund to be Charged .....Date of Order .....

Authorized by: .....Approved by: ....., Principal

Ordering Instructions for School Employees:

1. Prepare in duplicate; retain one.
2. Final approval must be signed by the principal **Only** before ordering.
3. Do not use "Gallup-McKinley County Schools" as the shipping and billing address, since all orders made on this form must be paid by the individual school unit from its own funds.

STATEMENT OF TRAVEL BY PRIVATELY-OWNED MOTOR VEHICLE

GALLUP-McKINLEY COUNTY SCHOOLS

P. O. BOX 345 GALLUP, NEW MEXICO

Voucher No.....

.....
SCHOOL DEPARTMENT

Statement of official travel accomplished by.....during the period
Name of Traveler

from....., 19...., to....., 19...., as .....
Insert "person in charge" or "passenger in"

..... owned by.....
"Automobile"

Official Authorization ..... dated....., 19....

DATE	POINTS OF TRAVEL FROM:	POINTS OF TRAVEL TO:	SPEEDOMETER READING Beginning	SPEEDOMETER READING Ending	MILES TRAVELED	RATE PER MILE	AMOUNT CLAIMED	

GALLUP-McKINLEY COUNTY SCHOOLS

Gallup, New Mexico

REIMBURSEMENT ITEMIZATION
For Trips and Other Expenses

PAYEE _____ Address _____

For reimbursement of travel and other expenses incurred in the discharge of official duty from _____

to _____ as itemized below and authorized by _____

JURAT: I, _____, do swear that the below account and itemization are just and true in all respects.

Subscribed and sworn to before me at _____, this _____ day of _____, 19____

_____
Payee sign here

_____
Notary Public

_____
Title

(SEAL)

PURPOSE OF TRIP: _____

_____

_____

ITEMIZATION: Receipts must be submitted on 11 and 1V.

1. PER DIEM: Out of State: 6 to 12 hours - $6.25; 12 to 18 hours - $12.50; 18 to 24 hours - $18.75; 24 hours - $25.00
In State: 6 to 12 hours - $3.75; 12 to 18 hours - $ 7.50; 18 to 24 hours - $11.25; 24 hours - $15.00

DATE		TIME		POINTS OF TRAVEL		TOTAL TIME		AMOUNT
Depart	Return	Depart	Return	From	To	Days	Hours	

11. TRANSPORTATION: Receipt or paid invoice must be submitted to obtain reimbursement.

TRAIN FARE	PULLMAN	PLANE FARE	PRIVATE AUTOMOBILE			AMOUNT
			Speedometer beginning	Speedometer ending	Total Miles traveled	@.07 mile

111. MISCELLANEOUS: No more than $10.00: For Out of State only.

TIPS	TAXI	AMOUNT

1V. EXPENSES: Non-Personal . Receipt or paid invoice must be submitted to obtain reimbursement.

VENDOR	ARTICLE	AMOUNT

TOTAL AMOUNT CLAIMED, 1-1V _____

ACCOUNTING CLASS _____

BUDGET _____

Principal's Authorization _____

Administration Authorization _____

1970-1971

TITLE II APPLICATION FORM & INVENTORY REPORT

SCHOOL_____ DISTRICT_____

Most of the information required for the distribution formula will be obtained from other reports submitted to the State Department of Education. The following additional information is needed so your allocation can be determined. Complete one form for each school in your district.

1. Number of student positions in library _____.
   List all schools using this library on a regular basis:
   _____

2. Number of certified librarians assigned to library_____

   Number of certified personnel assigned to library _____

   Number of library aides or clerks _____

   Give fraction of full school day personnel above are assigned to library, ie. 1/4, 1/3, 1/2, full, etc.

3.

	Number on Hand Received Through Title II	Number on Hand Purchased with Local or funds Other than Title II
Textbooks	_____	_____
Library or Supplemental Books	_____	_____
Sets of Encyclopedias	_____	_____
Filmstrips	_____	_____
AV Items other Than Filmstrips	_____	_____

4. To be Completed by Non Public Schools Only:

   Total amount spent for library and audio-visual materials from July 1, 1969 through June 30, 1970 $_____
   Do not include any Federal funds, but do include amounts spent for library and audio-visual materials (not equipment) by the PTA or other parent or community groups.

_____ _____

Date Signature of Person Authorized to Submit Project

All schools in each district should return one copy of this form to their Central Office. The Central Office will return all forms to the Title II Office.

GS	GENERAL SCHEDULE - 5 U.S.C. 5332(a)										Amt. of Step Iner.
	1	2	3	4	5	6	7	8	9	10	
1	$4326	$4470	$4614	$4758	$4902	$5046	$5190	$5334	$5478	$5622	144
2	4897	5060	5223	5386	5549	5712	5875	6038	6201	6364	163
3	5524	5708	5892	6076	6260	6444	6628	6812	6996	7180	184
4	6202	6409	6616	6823	7030	7237	7444	7651	7858	8065	207
5	6938	7169	7400	7631	7862	8093	8324	8555	8786	9017	231
6	7727	7985	8243	8501	8759	9017	9275	9533	9791	10049	258
7	8582	8868	9154	9440	9726	10012	10298	10584	10870	11156	286
8	9493	9809	10125	10441	10757	11073	11389	11705	12021	12337	316
9	10470	10819	11168	11517	11866	12215	12564	12913	13262	13611	349
10	11517	11901	12285	12669	13053	13437	13821	14205	14589	14973	384
11	12615	13036	13457	13878	14299	14720	15141	15562	15983	16404	421
12	15040	15541	16042	16543	17044	17545	18046	18547	19048	19549	501
13	17761	18353	18945	19537	20129	20721	21313	21905	22497	23089	592
14	20815	21509	22203	22897	23591	24285	24979	25673	26367	27061	694
15	24251	25059	25867	26675	27483	28291	29099	29907	30715	31523	808
16	28129	29067	30005	30943	31881	32819	33757	34695	35633		938
17	32546	33631	34716	35801	36886*	General Schedule -- Effective January 10, 1971					
18	37624*					DEPARTMENT OF THE INTERIOR					

**The salary for employees at these rates is limited by 5 U.S.C. 5308 to the rate for level V of the Executive Schedule (as of the effective date of this salary adjustment, $36,000).*

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20240

REGULAR WAGE SCHEDULE
(COORDINATED FEDERAL WAGE SYSTEM)

LEAD AGENCY:	EFFECTIVE DATE:	AREA
Department of Defense	May 31, 1970	0201 Northeastern Arizona
ISSUE DATE: May 28, 1970		

Pursuant to 5 U. S. C. 5341 (a) and the authority delegated to the undersigned, the following wage rates are approved as recommended by the lead agency for the area indicated above. In accordance with the provisions of FPM Supplement 532-1 and the instructions of this Department, the rates shall be applied in the area to all Interior wage board positions which are not excepted from the general wage system of the Coordinated Federal Wage System.

	WG-NOW SUPERVISORY			WL-LEADER			WS-SUPERVISORY				
STEP GR	1	2	3	1	2	3	1	2	3	4	5
1	2.47	2.57	2.67	2.72	2.83	2.94	3.49	3.69	3.88	4.07	4.27
2	2.64	2.75	2.86	2.91	3.03	3.15	3.65	3.86	4.06	4.26	4.47
3	2.83	2.95	3.07	3.12	3.25	3.38	3.83	4.05	4.26	4.47	4.69
	3.03	3.16	3.29	3.34	3.48	3.62	4.02	4.25	4.47	4.69	4.92
5	3.23	3.36	3.49	3.55	3.70	3.85	4.20	4.44	4.67	4.90	5.14
6	3.42	3.56	3.70	3.76	3.92	4.08	4.38	4.63	4.87	5.11	5.36
7	3.61	3.76	3.91	3.97	4.14	4.31	4.56	4.82	5.07	5.32	5.58
8	3.80	3.96	4.12	4.19	4.36	4.53	4.74	5.01	5.27	5.53	5.80
9	3.99	4.16	4.33	4.40	4.58	4.76	4.92	5.20	5.47	5.74	6.02
10	4.19	4.36	4.53	4.61	4.80	4.99	5.10	5.39	5.67	5.95	6.24
11	4.38	4.56	4.74	4.82	5.02	5.22	5.27	5.57	5.86	6.15	6.45
12	4.57	4.76	4.95	5.03	5.24	5.45	5.49	5.80	6.10	6.41	6.71
13	4.76	4.96	5.16	5.24	5.46	5.68	5.77	6.09	6.41	6.73	7.05
14	4.95	5.16	5.37	5.45	5.68	5.91	6.09	6.43	6.77	7.11	7.45
15	5.15	5.36	5.57	5.66	5.90	6.14	6.47	6.83	7.19	7.55	7.91
16							6.89	7.28	7.66	8.04	8.43
17							7.38	7.79	8.20	8.61	9.02
18							7.91	8.35	8.79	9.23	9.67
19							8.50	8.97	9.44	9.91	10.38

SHIFT DIFFERENTIALS	DATE	
2nd $ .09 3rd $ .19	JUN 5 1970	Director of Personnel

ELEMENTARY PRINCIPALS' SALARY SCHEDULE

Ten Months

ENROLLMENT	YEARS AS PRINCIPAL IN SYSTEM										
	0	1	2	3	4	5	6	7	8	9	10	11
199 or Less Base $9,313	1.01 $9,223	1.02 9,499	1.03 9,592	1.04 9,686	1.05 9,779	1.06 9,872	1.07 9,965	1.08 10,058	1.09 10,151	1.10 10,244	1.11 10,337	1.12 10,431
200 to 299 Base $10,995	1.03 11,325	1.04 11,435	1.05 11,545	1.06 11,655	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534
300 to 399 Base $10,995	1.05 11,545	1.06 11,655	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754
400 to 499 Base $10,995	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974
500 to 599 Base $10,995	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974	1.19 13,084	1.20 13,194
600 or More Base $10,995	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974	1.19 13,084	1.20 13,194	1.21 13,304	1.22 13,414

GALLUP-McKINLEY COUNTY SCHOOLS
Gallup, New Mexico

Teacher's Salary Schedule
1970-1971

Experience		BA (1.00)	8 (1.02)	16 (1.04)	24 (1.06)	MA (1.12)	8 (1.14)	16 (1.16)	24 (1.18)	EDS or DM (1.24)
	0	6200	6325	6450	6570	6945	7070	7190	7315	7690
	1	6510	6635	6760	6880	7255	7380	7500	7625	8000
	2	6820	6945	7070	7190	7565	7690	7810	7935	8310
5%	3	7130	7255	7380	7500	7875	8000	8120	8245	8620
	4	7440	7565	7690	7810	8185	8310	8430	8555	8930
	5	7750	7875	8000	8120	8495	8620	8740	8865	9240
	6	8000	8125	8250	8370	8745	8870	8990	9115	9490
	7	8250	8375	8500	8620	8995	9120	9240	9365	9740
4%	8	8500	8625	8750	8870	9245	9370	9490	9615	9990
	9	8750	8875	9000	9120	9495	9620	9740	9865	10240
	10	9000	9125	9250	9370	9745	9870	9990	10115	10490
	11					9995	10120	10240	10365	10740
	12					10245	10370	10490	10615	10990
	13	9100	9225	9350	9470	10495	10620	10740	10865	11240
	14					10745	10870	10990	11115	11490
	15					10995	11120	11240	11365	11740
	16	9200	9325	9450	9570					
	18					11095	11220	11340	11465	11840
	21					11195	11320	11440	11565	11940

Credit for additional hours as shown on this salary schedule must be earned subsequent to conferral of the bachelor's or master's degree and must apply on an advanced degree program, or be approved by the Superintendent of Schools. Correspondence credit will be accepted only if it is part of a degree program. Resident or extension credit earned in a fully accredited institution will be accepted. No fraction of eight hours will be considered. Verification of such credit must be filed in the Personnel Office on or before October 10 to be included in the current annual contract.

Contract Year: The teacher's contract year shall be 185 school days as defined by law.

Credit for experience: Beginning July 1, 1963, a maximum credit of five years will be allowed for teaching experience outside Gallup-McKinley County School System. No credit is allowed for fractional years. Any teacher who has previously been employed by the Gallup or McKinley County Public Schools and is returning shall be given credit for all full years of experience gained within the system.

Teacher's Salary Schedule

Credit for military service: Any teacher whose teaching career is interrupted due to military service will be: (1) Assured of a job at the end of the service time, and (2) given credit year for year for teaching experience on the state retirement schedule and on the salary schedule.

Rural increments shall be from $80.00 to $250.00

Substitute teachers who hold a bachelor's degree will be paid $24.00 per day. Those who do not hold a bachelor's degree will be paid $16.00 per day.

School Nurses will be paid on the teacher's salary schedule. A registered nurse holding a one-year certificate will be paid on the teacher's salary scale less $500, not to exceed the fifth step on the teacher's salary scale. A registered nurse holding a five-year certificate will be paid the full amount of the teacher's salary schedule. Head nurse is to be paid $200.

Personal Leave (certified personnel only): Two days personal leave shall be granted each contract year at full pay less $20.00 per day.

Professional growth: The Board of Education requires each teacher to have filed in the Personnel Office a currently valid teaching certificate issued by the Department of Education for the State of New Mexico.

Insurance: The Board of Education carries a $1,000 life insurance policy on each employee. Group health and hospitalization insurance is also available to all employees on a voluntary basis.

Retirement: The Board of Education, in compliance with the State Retirement program, has established the retirement age of tenure teachers at 62 years. A teacher reaching retirement age no longer has tenure; therefore, the employment of such a teacher will be on an annual basis following the recommendation of the Superintendent and the approval of the Board.

Sick Leave (all Employees): Sick leave available for full-time teaching personnel shall be ten (10) days per year, eleven (11) days per year for certified personnel on a ten-month contract, twelve (12) days per year for certified personnel on an eleven-month contract, and thirteen (13) days per year for certified personnel on a twelve-month contract. Unused sick leave may be allowed to accrue until the employee leaves the school district.

Teacher's Salary Schedule

SUPPLEMENTAL SALARIES

1970-71

SPORT	Class AA High School		Class A High School		6 Year Class B High School			Junior High	
	Head Coach	Asst. Coach	Head Coach	Asst. Coach	Head Coach	Asst. Coach	Jr. High	Head Coach	Asst. Coach
Football	1000	2@600 2@500	800	1@500 1@400	600	400	1@350 1@300	400	300
Basketball	1000	1@600 1@500	800	400	600	400	2@300	400	1@300 1@200
Cross Country	400		350		350				
Track	500	400	450	300	400		300	300	200
Baseball	600	400	500	300					
Wrestling	600	400							
Gymnastics	500 (M)	400 (F)							
Tennis	300								
Golf	300								
Trainer	800 (All Sports)								
6th Grade Coaches (All Sports)									200

Annual Sponsor	200	200	200
Newspaper Sponsor	200	100	
Student Council Sponsor	200	200	100
Class Play Sponsor	100	100	
FTA Sponsor	200	100	
Band Director	500	400	300
Chorus Director	500	400	300
Department Head	400	200	400

Teaching Principal	$600	Elementary Consultants (salary schedule plus 1/9 base)	$300
Special Education	$200		
Other Club or Activity sponsorships approved by the principal and Superintendent	$200 $100 $100	Travel for authorized personnel Counselors (10 Months) (teacher's Salary Schedule plus 1/9 salary base	$100

BUREAU-WIDE PHILOSOPHY AND OBJECTIVES FOR EDUCATION

The basic philosophy of the Bureau of Indian Affairs encompasses the belief that all Indian youth must have the opportunity to realize their full potential and to become useful members of society.

The great explosion of knowledge demands from each student independence and self-initiative. To facilitate ongoing and independent learning, teachers should have access to widespread and well-organized materials and services. They should bend their energies toward developing attitudes of discovery, problem-solving, research, and experimentation leading to creative and critical thinking. More specifically, the Bureau objectives for Indian education are as follows:

A. To provide a climate conducive to aesthetic, social, and intellectual development

B. To develop communication skills

C. To develop and maintain sound health of body and mind

D. To develop a feeling of belonging, a feeling of importance, and a sense of security coincident to an adequate self-image in both the Indian and non-Indian society.

E. To maintain pride in Indian heritage and to develop awareness, understanding, and respect for other cultures

F. To develop a code of values acceptable to the student and to the society in which he lives; and to motivate in him a desire to practice it

G. To develop economic competency

H. To develop an inquiring mind

NEW MEXICO STATE BOARD REGULATIONS

- Innovative Programs
- Non-Public School Benefits

In adopting standards necessary to the regulatory activities of the State Board of Education, an effort has been made to allow local school districts adequate flexibility and autonomy to develop procedures designed to maintain and improve sound educational programs. It is the intent of the State Board of Education that nothing presented in this document shall impede or restrict initiative in the development and implementation of sound, exploratory and experimental programs. . . . . .

Non-public schools will be evaluated in accord with the above provisions and standards. Approval by the State Board of Education entitles these schools to participate in the school lunch program, to receive surplus property, and to share in the textbook distribution of monies.

DEPARTMENT OF EDUCATION

STATE OF NEW MEXICO

STATEMENT OF POLICY — BILINGUAL EDUCATION

The 1960 U. S. census lists the population of New Mexico as comprising approximately 29% Spanish surnamed, 10% Indian, and 61% English-speaking, or otherwise known as Anglo. This division in the composition of our population indicates that the schools of the State must serve three distinct groups.

It is an established fact that in certain regions of our State the population may be predominantly Spanish-speaking; in others the residents may speak any of the various Indian languages found in the southwest. In addition to the mother tongue, the national language, English is also developed as a medium of communication. The immediate consequence is the generation of bilingualism, in which the individual person is forced to develop concepts in two languages and to be able to move from one language into the other on demand. Bilingualism, then, is used here to indicate the development of the basic communicative arts of understanding, speaking, reading, and writing in at least two languages. Whereas, developing monolinguistic communication skills implies certain objectives, problems, materials and techniques, we cannot expect these to apply unchanged to the bilingual situation where highly specialized approaches are required, especially for the teaching of English as a second or foreign language. Further compounding the condition is the fact that other home environmental circumstances—social, economic, and cultural—are reflected in the classroom population.

Among the objectives listed by the New Mexico State Board of Education for the education of all children, are the following:

1. To develop the child's capacity to think rationally, make sensible decisions, and deal effectively with <u>his</u> environment.

2. To help the child understand his own abilities and limitations and <u>achieve a positive concept of self</u>.

3. To foster the child's <u>individual talents</u> and creative abilities.

4. To achieve maximum development of the fundamental skills in each student.

5. To achieve maximum development of ability and desire in each individual to make the greatest possible contribution to his own society through responsible participation in, and benefit from, the great privileges of American citizenship.

The State Department of Education is increasingly aware that the standard curriculum may not satisfy the educational needs of bilingual children. In certain areas of the State materials, methods of instruction, and the objectives of the local school may not be appropriate for bilingual children. Thus, a Division of Bilingual Education has been formed at the New Mexico Department of Education to assist local schools in formulating and implementing programs for bilingual students. In order to attain the objectives listed above as well as to implement the educational philosophy stated in Standards For New Mexico Schools, local school personnel are urged to study the educational problems of their bilingual children with a view towards effecting necessary changes for the full education of these students.

The implications are many: teacher training and re-training, materials selection and development, alteration of teaching techniques, changes in grouping practices, lesson planning, course offerings, inservice programs, re-appraisal of administrative or supervisory responsibilities, etc. Course-wise, one conclusion is certain: we must re-design the language arts program for approximately 40 percent of the 270,000 students in the State, or 108,000 pupils. In some areas of the State a more realistic educational program should include instruction in the mother tongue and English for children who have not acquired fluency in the English language.

For example, many children who have Spanish as the language of the home have not progressed satisfactorily in several areas of the curriculum. In some cases, subject matter instruction in the Spanish language would ascertain satisfactory educational growth. A planned program for bilingual education would make these children literate in both English and Spanish, thus making the mother tongue of these students a positive factor in their educational development.

PARENT SIGNATURE:

1._____

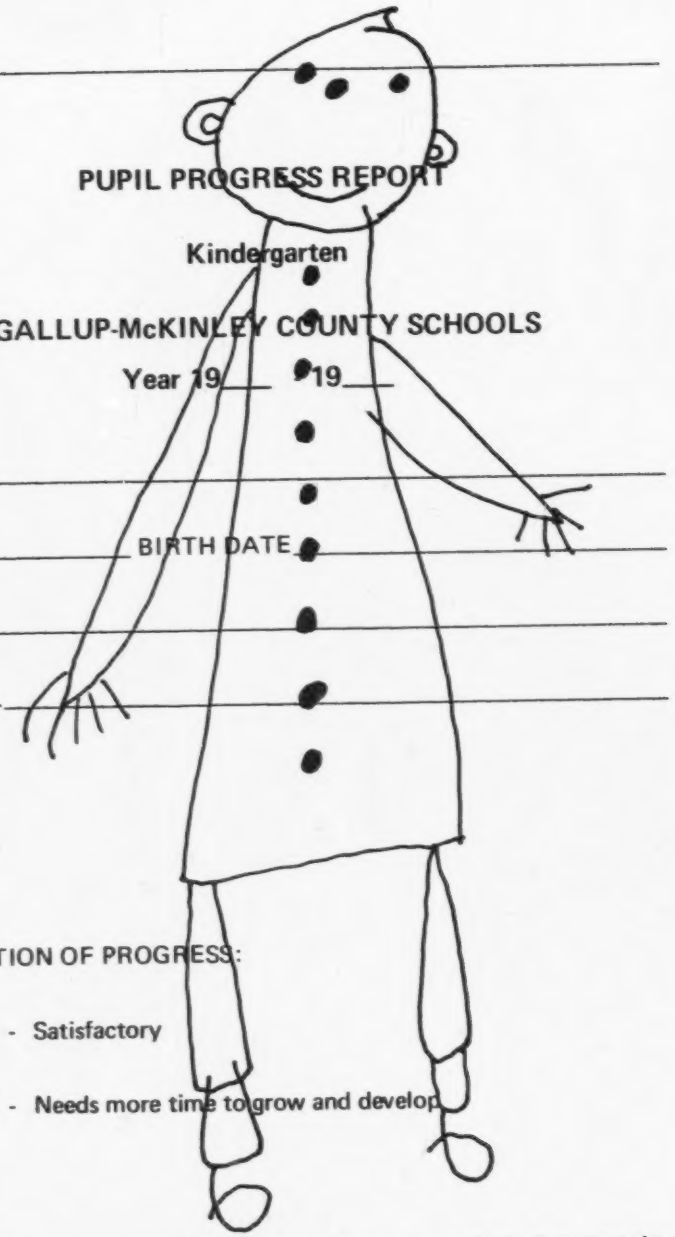
2._____

COMMENTS:

Your child will be in Grade _____ next school year.

Teacher_____ Date_____

SCHOOL_____



PUPIL PROGRESS REPORT

Kindergarten

GALLUP-McKINLEY COUNTY SCHOOLS

Year 19___ 19___

PUPIL_____

AGE_____ BIRTH DATE_____

TEACHER_____

PRINCIPAL_____

EXPLANATION OF PROGRESS:

S - Satisfactory

N - Needs more time to grow and develop

You are invited to consult with the teacher or the principal at any time regarding your child's work and progress.

Superintendent

PROGRESS REPORT	First Report	Second Report	Third Report
CHARACTER GROWTH			
Gets along well with teacher			
Gets along well with other children			
Takes turns			
Is dependable			
SKILLS AND ABILITIES Can express himself well with:			
Music			
Rhythms			
Crayons			
Clay			
Paint			
Scissors			
Play			
WORK HABITS			
Follow instructions			
Is neat			
Works by himself			
Works to the best of his ability			
Completes work			
Cares for and picks up materials			
HEALTH AND SAFETY NEEDS			
Tends to bathroom needs			
Obeys safety rules			
Rests well during rest time			

PROGRESS REPORT	First Report	Second Report	Third Report
PHYSICAL GROWTH: Shows Skill in:			
Running			
Jumping			
Skipping			
Throwing			
Catching			
LANGUAGE GROWTH			
Listens well			
Understands			
Vocabulary growth			
Conversational growth			
Speaks so others can hear			
READINESS GROWTH Notices likenesses and differences in:			
Colors			
Shapes			
Sizes			
Sounds			
Letters			
Numbers			
Reading Readiness			
Arithmetic Readiness			
ATTENDANCE			
Days Present			
Days Absent			

PARENT SIGNATURE:

1. _____

2. _____

3. _____

4. _____

5. _____

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COMMENTS:

SCHOOL _____

PUPIL PROGRESS REPORT

Grades P - 2

GALLUP-McKINLEY COUNTY SCHOOLS

Year 19___ - 19___

PUPIL _____

GRADE _____

TEACHER _____

PRINCIPAL _____

TO THE PARENTS:

The aim of education in our schools is to produce mature, competent, conscientious, and loyal citizens. In order to achieve the maximum in results it is necessary that the school and the home maintain a close working relationship.

We urge you to take the necessary time to make a careful observation of this report which is the evaluation of the progress of your child. The interest, cooperation, and helpful suggestions of parents can aid greatly in the improvement of your schools and in the development of your children.

You are invited to consult with the teacher, the principal, or the superintendent at any time regarding the work in progress.

Superintendent

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PUPIL PROGRESS REPORT

Levels	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grades	Readiness	PP	1^1	1^2	2^1	2^2	3^1	3^2	4^1	4^2	5^1	5^2	6^1	6^2	Extended Program

Explanation of Progress:
- **A** Excellent
- **B** Above Average
- **C** Average
- **D** Below Average
- **F** Not Acceptable

Academic Area — **Indicated By Level and Letter Grade**

Level indicates grade level at which child is currently working	First Report		Second Report		Third Report		Fourth Report		Fifth Report		Sixth Report		Assignment for next year
	Level	Grade	Level	Grade	Level	Grade	Level	Grade	Level	Grade	Level	Grade	
READING													
LANGUAGE													
SPELLING													
HANDWRITING													
ARITHMETIC													
SOCIAL STUDIES													
SCIENCE													
HEALTH													

Explanation of Progress: S Satisfactory N Not satisfactory

PHYSICAL EDUCATION						
ART						
MUSIC						

DAYS PRESENT						
DAYS ABSENT						

Citizenship and Attitudes — **Key:** No check indicates satisfactory progress; X Indicates improvement needed

Follows directions						
Works neatly						
Works independently						
Completes work						
Accepts responsibility						
Participates in class						
Is courteous & respectful						
Respects property rights						
Works well with others						
Works to capacity						

TEACHER _____

INTRODUCTION

DEFINITION OF COUNSELING

The counseling program is an on-going process designed to assist children in coping with their problems and in developing to their fullest potential.

SUGGESTED COUNSELING SETTING

The counselor should strive to acquire an atmosphere that will put children at ease and in a receptive mood for counseling.

The school program should allow the counselor free movement within the total program and provide the opportunity for formal and informal relationship with students. Also, student and staff members should have unobstructed access to the counselor.

Counseling services entail individual and group counseling, psychometrics, counseling, activities with primary grade students and consultative services.

STATEMENT OF COUNSELING TECHNIQUES

Individual counseling is a one-to-one situation in which the counselor uses the approach which he considers most appropriate.

Group counseling in meeting the unique needs of Navajo students is divided into three areas of involvement.

(con't)

They are:

1. Situations in which small groups with common problems meet with a counselor in an informal setting.
2. Situations in which groups discuss informally topics of interest.
3. Formal instruction pertinent to the group.

In this guide, counseling with primary children refers to counseling activities in a lower grade setting which is not geared to the traditional counseling services, it requires creativity and experimentation in a flexible program format.

In meeting the unique needs of the Navajo child, psychometrics is used to gather pertinent information to be synthesized so that the counselor can see the child as a whole person dramatically related to and influenced by his own environment. Caution should be used in the selection, administration and interpretation of test materials. The counselor is encouraged to develop his own test materials.

Consultative services entails involvement of local and regional community resources to supplement the composite counseling services.

PUPIL'S PHYSICAL EXAMINATION AND HEALTH RECORD

NAME ..... SCHOOL .....

....

ADDRESS ....

....

BIRTH DATE ..... SEX ....

Date of examination																
Height (inches)																
Weight (ordinary clothes)																
Nutrition																
Skin																
Scalp																
Ears, discharge, etc																
Hearing																
Eyes, trachoma, etc																
Vision: (20/20 normal) R																
Vision: (20/20 normal) L																
Nose																
Mouth																
Teeth																
Throat																
Neck, glands, etc																
Lungs																
Heart																
Abdomen, hernia, etc																
Genito-urinary																
Extremities																
Deformities																
Nervous system																
Doctor's initials																

(Name for file)

Record of illness: Diphtheria ..... Measles ..... Scarlet fever .....

Whooping cough ..... Tonsillitis ..... Frequent colds ..... Polio .....

Vaccination date: Smallpox ..... Typhoid ..... Diphtheria ..... Other .....

INSTRUCTIONS

✓ (check) = normal. D = disease, defect, or abnormality.

"HEALTH RECORD" (reverse). Record briefly in ink or with typewriter with date and initials. 1. Defect, disease, or abnormality found on examination. 2. Corrective measures advised or undertaken 3. Results of Wassermann or Kahn, Mantoux, Schick, etc., when done.

HEALTH RECORD

(Instructions on First Page)